

CV Preparation

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The consultants at Austin Rose are specialists at creating exceptional CVs so let us help you develop the CV that your experience and skills deserve. Whilst you should speak to a consultant before finalising the content, using this guide will give you an excellent structure with which to develop your CV.

Personal details

List your name and contact details including mobile number and email address. Only provide your work telephone number if you are happy to be contacted there.

Education and professional qualifications

Detail your academic background in chronological order, commencing with the most recent first. You should include all grades and any specific achievements such as any prizes won.

Professional experience

Each of your previous roles should be set out in the same structure so that it is easy to review how your career has progressed. You should include your dates of employment, your job title, company name and a brief description of the company including number of partners and staff, services provided and turnover.

For each role you should detail, in bullet point form, your main responsibilities and achievements. You should give technical facts about your role as well as the day to day responsibilities. The following give examples of this, referring to specific roles:

General Practice - the mix of audit, accounts and tax, the turnover and sectors of your clients and fee income related to any portfolio you may manage

Corporate Recovery - the mix of cases such as liquidations and administrations, the types of case you have undertaken such as trading admins and pre-packs, any marketing activity you have undertaken

Tax - the mix of corporate and personal work (if relevant) as well as the focus of compliance and advisory work

Corporate Finance - the size of deal you have been involved in and your part to play in the deals

Forensics - the mix of work that you have undertake, such as business interruption or fraud investigation with examples of the largest assignments

Try to keep this relevant to any prospective position that you are looking for, as prospective employers will be looking for transferable skills. This may help to differentiate you from other candidates who are also seeking employment.

In addition, detail any specialist knowledge that you may have acquired such as IFRS and group consolidations experience.

Don't leave any gaps in your CV as this will be likely to raise concerns with the interviewer. State reasons for any gaps and, where appropriate, provide some detail to back this up.



Languages

Language skills are becoming more in demand as the international nature of business increases. You should list your language skills and your level of competency and fluency in each language.

Software systems

List all software and systems packages that you have had exposure to, particularly if you have any experience of implementing the system or have taken on a role such as “super user” or trainer.

Interests

Often employers will look for individuals who can demonstrate a well-rounded personality beyond their academic and work career. This is a great chance for you to demonstrate your drive to achieve by highlighting excellence in any field that you have an interest in as well as to find common ground with the interviewer.

References

There is no need to state specific referees on your CV. Rather state that referees and details of professional qualifications will be provided on request.

Other points to consider

- Your CV should aim to be around two pages in length and definitely no longer than three pages.
- You should avoid the use of any graphics, decorative fonts or italics.
- Save the CV in MS Word format and remove any passwords.
- Double check and proof read your CV, then ask a friend to do the same for a second opinion.
- Tailor your CV to each job application if you feel that you can make it more relevant .
- State facts only and not opinion.
- Be careful not to use jargon that is only used by your current/previous employer.

