Writing a CV



Working within a Sales environment, are we are all adept at promoting ourselves in the most effective way? Probably not.

The initial stages of the recruitment process are usually focused on speaking to an experience recruitment consultant within the sector that you work in, and creating a simple but effective CV.

Here at Resolve Recruitment, we don't believe there to be a set template to generate a perfect CV, but there are a number of points that you can follow which will ensure a potential employer is seeing what they need to when considering your application;

- Pick a clear and concise format
- Ensure your contact details are correct
- If you want to write a statement or personal overview, make it short and sharp.
- List you current and past roles in chronological order, most recent first.
- Think about the basics – who do you work for, what is your position, who are your customers, can you detail your sales figures or targets
- Can you be unique – are there specifics achievements that you can mention
- Most hiring managers want to know what interests you have outside of work, but this is a professional document ie they don't need to know you buy a lottery ticket every week!
- Proof-read and spell check your CV before you send it. Use the spell check function on your computer, ask someone else to read it through.

We've seen a few CV's in our time! Part of the consultation process is to ensure that we have document that represents you in the most appropriate manner. If you are unsure about what information to have in your CV when applying for a role within the Sales function of building or construction, or have any questions on writing a CV, then please speak to us.