Auto Professionals
RECRUITMENT SERVICES

Auto Professionals – CV writing guide

Why is my CV important?

- This is the first glimpse an employer will have into your background, expertise and the things that make you different to other candidates. This is your chance to sell yourself and secure the job you want!

How will Auto Professionals use my CV?

- With your permission, we will send your CV to prospective employers to make your application for a role – this will determine your suitability for a vacancy and hopefully be your first chance to impress before the next stage of the process.

What should I include in my CV?

- The below template provides a guide as to the sections you should include in your CV and the kind of detail that you might like to include.

- Most importantly, include the things you want the prospective employer to know, how does your experience meet the needs of the advertised job? Make sure you include these things and make them very clear so that the person reading your CV will notice them and notice you!

- Keep your CV to a maximum of 2 pages, if you need to cut things down, reduce the detail of your earlier and perhaps less relevant roles and include more detail for the more relevant roles you have had.

- Provide a full work history, if you have any gaps, try to detail a reason for these.

- Choose a professional font and size

What should I do If I am still unsure?

- Contact your consultant who will be very happy to help talk you through the process and offer further guidance.

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