

Pro-CV Writing Service

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Hello,

Thank you for choosing **Pro-CV**. We hope that you find the information in this CV pack to be helpful and interesting.

The first part of the following booklet includes general information about CVs, application forms, cover letters, and interview techniques. The workbook-style information sheets in the second part are useful whether you intend to write your own CV, or whether you will be sending the information to Pro-CV.

Our job at Pro-CV is to provide you with the very best CV in order to maximise your chances of getting to the interview stage of your job search. Your CV will be individually written and custom designed so that important information about you is quickly and efficiently conveyed to the prospective employer.

A **Pro-CV Package** includes:

- Telephone consultations at any stage of the CV production.
- Draft copies of your CV and cover letter for you to review.
- Matching Reference Sheet.
- Your final documents e-mailed to you in **all** three electronic formats, giving you full control.
 - (1) Word (can be read by MS Word program)
 - (2) Adobe .pdf (can be read and printed by all computers), and
 - (3) ASCII (plain text), which is perfect for e-mailing, and cutting and pasting into online forms. Formatted to open as intended – without broken lines and incorrect characters.
- Free updating for minor changes (e.g., changing dates, addresses, contact information).
- See page 27 for more details.

Before we finalise your CV we will contact you in order to ask further questions and for your approval of the draft copy. Your information is treated with strict confidentiality and is kept on file, making updates and changes easy to do by simply contacting us. We can also prepare individual cover letters for each of your job applications.

We look forward to hearing from you. Whenever you need assistance, please do not hesitate to contact us by e-mail, fax, or telephone.

Yours sincerely,



Debra Mills
Editor – Pro-CV

*Employers often use CVs to eliminate rather than select potential employees –
we will make sure that your CV makes the best first impression!*

PRO-CV PACK

TABLE OF CONTENTS

Pro-CV Services	3
The Success Factor	4
CV or Résumé Check List	5
Application Forms—Six Steps to Success	6
The Cover Letter	6
Getting Ready	7
Sample Career Skills	8
Interview Tips	10
The CV Information Sheets	11
Personal Information	11
Education	12
Training or Skills	13
Interests	14
Referees	14
Work Experience	15
Target Job	21
Personality Profile	22
Profile Statement	24
Cover Letter	25
Paper Choices & Additional Information	26
Price List	28
Order Form.....	31
Payment Information	33

Pro-CV Services

Customer Satisfaction

Our goal is to provide you with the very best CV in order to maximise your chances of getting to the interview stage of your job search. Your satisfaction is important to us.

It is easy to have your CV professionally written

First, fill in the Information Sheets at the back of this booklet. There are helpful ideas and hints throughout that will assist you. While completing the Information Sheets, keep in mind that you don't need to fill in every section—just the sections that are applicable to your circumstances. Feel free to submit additional information, if necessary and of course, you may contact us anytime for support and assistance.

When we receive your completed Information Sheets and Order Form, your CV will be individually written and designed using the information you have provided. Before the final version is sent to you or printed, we will e-mail (or post or fax, if applicable) a draft copy to you for your approval. Alternatively, we can speak to you in a consultation call.

Only when you are satisfied with your new CV and cover letter, will we email and / or post your final versions. See our pricelist for our printing services.

Succeed where others fail

Many self-written CVs fail to get interviews because the writer cannot be objective about their achievements. The CV is a sales tool, so if you find it difficult to sell yourself, consider delegating the job to an objective professional writer.

Electronic CVs & Printing

CVs for E-mail and Online Forms

Some Internet recruitment companies don't want attachments. One way to send your CV on-line is as part of your e-mail message or via a form. The final version of your Pro-CV is delivered as an ASCII plain text, formatted so that it will be opened and viewed as intended—without broken lines and incorrect characters.

Copying and pasting plain text information into online forms is usually the best way to transfer the information from your CV to the application form. A version without line breaks is included in your final version.

Pro-CVs are written as Word Documents

We can also laser print your CV on Conqueror® paper, or if you have access to a laser printer, you can print your own copies. If you need your Pro-CV re-formatted after making changes yourself, we will re-format it—free of charge.

Thermal Binding

Thermal binding gives your CV strength and the professional appearance it deserves. The clear front cover and opaque white back of the thermal binder gives extra protection in the post. A professionally designed cover sheet with your name, address, and "Curriculum Vitae" is bound with your CV, which adds prestige. Unlike other binding processes, thermal binding allows the document to be photocopied.

Board-backed Envelopes

We can print your return address and destination address on C4 envelopes or affix labels on board-backed envelopes. For extra protection in the post, we recommend our premier board-backed C4 envelopes in order to ensure that each CV arrives at the prospective employer's desk in pristine condition.

The Success Factor

At the Personnel Office, factors such as those below can result in elimination in the first round of the selection process. Quality content will get you through to the second round and on to the interview.

Elimination Factors

- Poorly written with grammar and spelling errors causing the reader to stumble.
- Poorly designed so that it is difficult for the reader to find the information they want.
- Printed on an inkjet printer or even worse, photocopied.
- Printed on plain paper causing it to blend in with others.
- Folded or creased pages.
- No profile statement to spark further interest.
- No cover letter to formally introduce yourself to the employer or to highlight points in the CV that would be of particular interest.
- Too long—recruiters rarely have time to look at more than two pages, but still need to know all the relevant information.
- Too short—not enough information to decide whether you warrant an interview.

*Our job at **Pro-CV Services** is to remove all the factors that would cause instant elimination and replace them with selection factors.*

Selection Factors

- Well-written profile statement, which highlights desired capabilities.
- Well-written cover letter, formally introducing yourself and pointing out highly relevant areas of the CV.
- The layout designed so that important facts can be found quickly and read easily.
- Laser printed on quality paper—indicating the importance of this document.
- Presented on two pages or less—just the right amount of information.
- A thermally bound CV will stand out from the rest, showing the extra effort expended in its preparation.

A well-written, well-designed, and well-presented CV will maximise your chances of getting to the interview stage!

Do you have an existing CV or Résumé?

Does your existing CV or résumé ...

- prioritise and clearly present the information that will get you an interview?
- stand out from the crowd? ... designed with the latest techniques?

Is your existing or résumé ...

- printed on 100 gsm Conqueror[®] paper and presented as a quality document?
- easy to read, even when photocopied? We use sharp 1200 dpi laser printing.
- printed on personalised stationery?
- thermally bound to add prestige?
- converted to plain text for easy email or Internet submission?
- written as a Word Document, allowing you full control to print or update?

Will your existing CV or résumé ...

- arrive at its destination in perfect condition? Never folded? We can supply board-backed, addressed C4 envelopes.
- retain its formatting when you email it?

*Pro-CV Services will present your information in the best light.
If you require professional writing services, please contact us, anytime.*

The Cover Letter

A **Cover Letter** is highly recommended and should accompany CV, résumé, and application form submissions. This short, but focused, letter highlights the specific skills applicable to the targeted job and emphasises your suitability and enthusiasm for that job.

- A cover letter to your CV, résumé, or application form is expected – even if you were not specifically asked for one.
- Find out who will be making the hiring decision. Address your letter personally to that person.
- Clearly state the position you are applying for. Example: “*Field Engineer—Public Address Systems*” or in the case of a speculative letter, “*Field Engineer.*”
- A cover letter points out and elaborates on the areas in your CV or application form that make you suitable for that post (you will know these from the job description).
- Show that you know something about the company and the industry. This is where you benefit from research. Make it clear that you know who they are, what they do and that *you* have chosen *them!*
- If applying to an employment agency, they will also need to know the kinds of positions you are seeking, range of salary expected, and location desired.
- If you want to handwrite your cover letter, we can supply matching personalised stationery.

Filling in Hard Copy Application Forms

- You may include your CV with the form (unless stated otherwise) but never put “See attached CV” on an application form.
- A cover letter is absolutely necessary when submitting an application form. (See above for more information about cover letters.)

The Six Steps to a Successful Application

1. On a separate paper, handwrite your answers.
2. Check that the information is correct, clear, and concise.
3. Photocopy the application form.
4. Fill out the photocopy. Check that the information is not crowded in the space provided. If it is, edit it. Only if absolutely necessary, attach a separate sheet.
5. Handwrite neatly—never typewrite—your answers on the original form.
6. Always keep a photocopy of the final completed form. Review it before the interview and take it with you on the interview.

Or we can do it for you—same cost as a CV

1. Fill out the applicable areas in the Information Sheets.
2. Send us a photocopy of the application form and other information that the company sent you.

We will send you back the completed photocopy—all you have to do at home is copy the words onto the original, taking into consideration the size of print we used. We can fill in the original for you, but since employers often specifically use application forms in order to see *your* handwriting, it is best that you simply transfer the information to the original.

Getting Ready

Before you Begin

- Find a quiet time and place to fill out the Information Sheets. Relax and think positively.
- Review your records, credentials, and documents. Keep them handy.
- If your goals or plans differ greatly according to each job application, consider a separate CV for each job. Also, the cover letter (see page 8) will highlight specific qualifications or experience that match the job you are targeting.

The Necessary Information

- If you have a specific job in mind, ask for a job description from your potential employer. Ask for more details if that description is not enough.
- It is important to know the duties of the post that you are interested in so that you can give only relevant information in your CV and not bore the reader with information that is uninteresting to them.
- Keep a file of job advert newspaper clippings and compile information from the Internet about jobs in your line of work. Even though those jobs may not be suitable for you because of location, for instance, they contain valuable information about what skills employers are looking for.

Sample Career Skills

The following is a list of careers with the skills that should be emphasised in your CV, your profile statement, and your cover letter.

ACCOUNT EXECUTIVE

- Good communications
- Evaluation skills
- Team player
- Highly creative
- Decision-making skills

ACCOUNTANT

- Aptitude for mathematics
- Detail-oriented
- Ability to compare, analyse and interpret facts and figures quickly
- Adaptability
- Independence
- Responsibility, reliability and integrity

ACTUARY

- Love statistics
- Aptitude for maths
- Ability to integrate and analyse information from different sources
- Decision-making and foresight

ANALYST

- Multi-tasking abilities
- Probing and questioning skills
- Evaluation
- Decision-making/problem-solving skills
- Foresight
- Independence

ARCHITECT

- Mathematical ability
- Flair for solving technical problems
- Artistic sensibility
- Spatial visualisation
- Creativity
- Communications skills
- Team player

CASHIER

- Commitment to your work
- Reliability
- Responsibility
- Honesty
- Relate well to customers

CATERER

- Keen sense of smell and taste
- Creativity
- Team player with managerial skills
- Recruiting and supervisory skills
- Ability to work well under pressure
- Readiness to adapt to changing and unorthodox schedules

CUSTOMER SERVICE ADVISOR

- Enthusiasm
- Strong customer focus
- Desire to be part of a successful team
- Computer literate with good keyboard skills
- Excellent communication skills

DENTAL HYGIENIST

- Communications skills
- Ability to follow instructions
- Team player
- Technical skills
- Qualifications
- Sales and marketing abilities

- Independence

- Reliability

DENTAL NURSE

- Ability to follow instructions
- Communications skills
- Patience
- Team player
- Technical skills

DIETICIAN / NUTRITIONIST

- Team player
- Organisational skills
- Administrative abilities
- Decision-making and evaluation skills

ENGINEER

- Technical abilities
- Mathematical skills
- Precision and accuracy
- Foresight
- Good communications skills
- Decision-making skills
- Team player
- Problem-solving capabilities

ENGINEERING TECHNICIAN

- Aptitude for maths and science
- Team player
- Oral and written communication skills
- Reliability

FINANCIAL SERVICES MANAGER

- Bright and well-rounded
- Leadership qualities
- Decision-making skills
- Independence
- Oral and written communications skills
- Good judgement
- Managerial talent

HEALTH SERVICE MANAGER

- Enjoy working with people
- Good communications skills
- Commitment
- Responsibility
- Decision-making and managing abilities
- Recruiting and staffing skills
- Public speaking skills

HEALTH WORKER

- Strong sense of commitment
- Desire to help people
- Energy and enthusiasm

More Career Skills

HOTEL MANAGER / ASSISTANT

- Adaptability
- Ability to get along with a variety of customers and staff
- Ability to handle stress
- Decision-making /Problem-solving skills
- Customer service skills
- Reliability
- Responsibility
- Organisational abilities

HUMAN SERVICES COUNSELLOR

- Commitment and desire to help others
- Patience
- Understanding and caring nature
- Cheerful, up-beat personality
- Good communication skills
- Strong sense of responsibility

INFORMATION TECHNOLOGIST

- Ability to think logically and analytically
- Reliability
- Problem-solving and decision-making skills
- Oral and written communications skills
- Ability to work independently

LAWYER

- Integrity
- Honesty
- Ability to work with others
- Decision-making
- Problem-solving skills
- Foresight
- Independence
- Excellent communications skills

LEGAL ASSISTANT

- Reliable and responsible
- Full of initiative and creativity
- Excellent decision-making
- Problem- solving skills
- Communications skills

MARKETING EXECUTIVE

- Communications skills
- Creativity
- Evaluation and foresight
- Decision-making skills

MANAGEMENT CONSULTANT

- Strong interpersonal skills
- Able to work on many projects at once
- Excellent probing and questioning skills
- Customer service orientation
- Evaluation
- Decision-making and problem-solving
- Foresight and independence
- Creativity

PROPERTY MANAGER

- Decision-making/problem-solving abilities
- Responsible and excellent communicator

PUBLIC RELATIONS EXECUTIVE

- Outgoing personality
- Excellent communications skills
- Persistence
- Rapport building skills
- Creativity and enthusiasm
- Adaptability and initiative
- Team player

PHYSIOTHERAPIST

- Sense of commitment and responsibility
- Team player
- Ability to relate and explain procedures to patients
- Decision-making and evaluation skills

RECEPTIONIST

- Smart appearance
- Communications skills – telephone voice, manners
- Customer service orientation
- Reliability

RECRUITMENT CONSULTANT

- Excellent communications and people skills
- Adaptability and reliability
- Evaluation skills

RESEARCHER

- Communications skills
- Evaluation and foresight
- Creativity
- Decision-making skills

RESTAURANT WORKER

- Team player
- Customer care skills
- Fit and energetic
- Ability to work well under pressure
- Adaptability
- Hygiene conscious

RETAIL SALES ASSOCIATE

- Energetic
- Reliable
- Independent
- Strong communications skills
- Ability to work under pressure

TEACHER

- Dedication and commitment
- Excellent communications skills
- Supervisory skills
- Ability to evaluate the performance and progress of your pupils
- Energy
- Creativity and clear thinking

Interview Tips

Before the Interview

- Before your interview, conduct research to find out about the company. Read their annual report, for instance.
- Make note of the qualities you think will be required for this job.
- Re-read your CV.
- Reflect on why you want this job and why you want to work for this company.
- Think about your career and the questions they might ask you.
- Consider how to convince the interviewer you are technically qualified.
- Think of ways to show that you are sufficiently motivated to get the job done.
- Be prepared to tell them how you will fit in with others in the department.
- Prepare some questions to ask them.
- Dress smartly.
- Allow yourself plenty of time to reach the interview.
- Think positively about yourself and your abilities.

At the Interview

- Look and be attentive.
- Do not lie or exaggerate about anything.
- Look directly at the other person when you are speaking to them.
- Remain enthusiastic about the job even if you become uninterested.
- Try to relax and stay calm—even if you make mistakes.

After the Interview

- Decide whether or not you still want this job.
- Take time to write down the key points discussed—this will be useful if you are called for a second interview.
- If you are unsuccessful and don't know why, call the interviewer and ask them how you could have done better.
- Write and send a thank-you letter. This is an opportunity to emphasise your suitability and/or tell additional information.

Disclaimer: All advice is given in good faith. We except no responsibility or liability if you should incur expense, or suffer loss or damage including consequential, incidental or special damages, lost profits, or lost savings as a result of taking our advice.

PRO- CV Information Sheets

Completing the forms: Throughout the Information Sheets, you will find helpful hints and ideas. If you have any further questions, don't hesitate to contact us.

If you come to a question or a page that is not relevant to you, simply skip past it.

Complete the forms by clicking on the appropriate boxes and typing in your answers. Email, post, and fax instructions are on the last page.

> indicates helpful time-saving ideas / ? indicates important queries

To place an order: Fill out the following Information Sheets & the Order Form at the end of this document.

Save the document as *YourNameCV.doc*. Email as an attachment.

Draft sent to you: A draft copy will be emailed to you, usually within 10 working days of receipt of payment.

? If you have a deadline, just let us know.

Tick here if you require your draft copy to be posted.

Consultation call: Alternatively, we can telephone you for final approval (UK land lines). Special arrangements can be made for international or mobile calls.

Best time to call you: Phone No.

CONTACT INFORMATION

Title (Optional) > Is your name obviously male or female? If not, consider indicating a *Title*.

? Do you want your title to appear on the top of your CV? YES NO

Mr Mrs Miss Ms Other

Write your name and address as you wish it to appear in the CV.

Name

Address

Post Code

Contact Numbers

- > If your current employer is not aware that you are looking for another job, take this into account when using business email addresses, and telephone / fax numbers on your letterhead.

Landline Telephone:

Mobile Telephone:

Email:

Date of Birth (Optional)

- > Indicate your *Date of Birth* **only** if your age is highly relevant, and the employer needs to know your **exact** age. Age is usually obvious through your dates of education.

EDUCATION & QUALIFICATIONS

- > * Give detailed information about your highest or most relevant qualifications.
- * Indicate grades for A-levels. GCSE results are only necessary if you are less than 25 years old or plan to apply for government or related jobs using application forms.
- * For university graduates, consider including thesis, project, or dissertation work, if relevant.
- * List the subjects taken for a degree or diploma only if they are relevant.

NAME OF SCHOOL

Years Attended:

 to

Details – If relevant, include subject name, course content, level, grade, distinctions, name of degree/qualification/certificate and year passed

NAME OF SCHOOL

Years Attended:

to

Details – If relevant, include subject name, course content, level, grade, distinctions, name of degree/qualification/certificate and year passed

OTHER FORMAL EDUCATION

Include **years attended** and **name of school** and **name of course**.

And if relevant, subject name, course content, level, grade, distinctions, degree/qualification/certificate and year passed.

TRAINING – SKILLS – ABILITIES

- > * List other courses only if relevant – include name of course, where taken, and date(s).
- * Computer skills (even if you have no formal qualifications in these areas) are often important.
- * Indicate foreign language skills if your level of competency is ‘working knowledge’ or above.
- * Mention your driving licence status, if applicable.
- * Other licences, if relevant.
- * Membership in professional associations, if relevant.

INTERESTS – HOBBIES – VOLUNTEER WORK

- > * State only two or three, including brief explanation. (For example: *Literacy Volunteer – teaching adults at weekly evening class; Amateur Radio Operator – Member of local DX club.*)
- * Use those related to employment or those that enhance your image by demonstrating qualities such as leadership, responsibility, and/or interest in job-related skills.
- * You may want to include volunteer work, referring to skills used and/or learned.
- * Your outside interests should usually be non-controversial.
- * Include reference to published articles, if writing skills and/or content is relevant.

REFEREES

- > * **How many?** Usually only two or three referees are necessary.
- * **Who?** If you are a recent school-leaver, one referee can be from your school; one can be an older family friend; both can be from your present or previous jobs (if you left under bad circumstances, consider asking a co-worker). If you have been employed recently, one referee should ideally be your most recent employer. Ask someone who knows that you helped solve problems, increased sales, or made a positive difference at work or in the community.
- * **What information is necessary?** Contact name, title, company name and address, email address, telephone number. A brief description of your working relationship with the reference and an overview of responsibilities/performance results will lend a significant amount of value to a reference.
- * **How do I ensure they will give me a good reference?** Check with them first. Tell them what type of job you are looking for and the qualities that would likely interest your potential employer. Ask your referees for a convenient time to be contacted. Confirm their job title, address, post code, and telephone, fax, and e-mail information. Give them your latest CV.
- * **Why?** The employer wants to make sure you will be a good fit for their organisation. They want to hear what others have to say about previous performance.
- * **When?** Unless specifically asked, you don't normally need to disclose your referees before the interview.

WORK EXPERIENCE

- > * Say more about your most recent jobs; less about your earlier work unless it was something special or highly relevant.
- * Leave *Salary* information for the interview or the cover letter, unless requested.
- * If possible, state month and year when asked for dates. Double check dates. Look for gaps between jobs or dates that overlap.
- * Let us know what you were doing during periods of unemployment. Your CV should explain or reduce the significance of gaps in a positive way. For instance, it is often possible to condense jobs into one 'work experience', thereby smoothing out gaps. For example: *January 1970 - October 1980 / Name of Business: Insurance Industry / Job Title: Clerical positions / Responsibilities: Office duties such as typing and filing, etc.*

Most Recent or Present Position:

Start date (month/year) Date left or "present"

Name of employer/business

Address of employer/business

Description of business (*Optional – nature of business, size, place in market (e.g., market leader)*)

Reason for leaving (*Optional – only if relevant and positive*)

Job title

Salary (*Optional*) £

Responsibilities & Capabilities

- > * Summarise what you did (of interest) each day and what skills you used.
- * Be specific. *Maintaining database* should become *Maintaining database of 17,000 records*.
- * It is especially important to mention 'transferable skills' - skills you used in this job that will be useful and beneficial to your next employer.

Major achievements & Accomplishments

- > * What have you accomplished?
- * What did you do to improve the business?
- * How did your work benefit the company?
- * How did you use your initiative?
- * What aspects of your work are you particularly proud of?
- * Were you promoted or given more responsibility? Why?
- * Did you receive any awards or commendations? This could be from your customers or from your employer.
- * Did you gain new qualifications or training? In what way does your further education benefit the company?
- * Back up your job responsibilities with achievements, results, and/or facts and figures. (Example: *Increased sales by 40% by implementing new marketing scheme, which led to company expansion.*)

- > * Refer back to the helpful ideas on these pages as you complete the following four pages. If you have had several positions within the same company/organisation, treat each one as a separate experience.
- * Just as it isn't necessary to fill in every box, you may also submit more work experiences. There is extra space below and also on page 26.

Extra Information:

- > * If you have a job description, cut and paste below or attach as a separate document.

Work Experience

Previous Work Experience 1:

Start date (month/year)

Date left or "present"

Name of employer/business

Address of employer/business

Description of business (*Optional – nature of business, size, place in market (e.g., market leader)*)

Reason for leaving (*Optional – only if relevant and positive*)

Job title

Salary (*Optional*) £

Responsibilities & Capabilities

Major achievements & Accomplishments

Work Experience

Previous Work Experience 2:

Start date (month/year)

Date left or "present"

Name of employer/business

Address of employer/business

Description of business (*Optional – nature of business, size, place in market (e.g., market leader)*)

Reason for leaving (*Optional – only if relevant and positive*)

Job title

Salary (*Optional*) £

Responsibilities & Capabilities

Major achievements & Accomplishments

Work Experience

Previous Work Experience 3:

Start date (month/year)

Date left or "present"

Name of employer/business

Address of employer/business

Description of business (*Optional – nature of business, size, place in market (e.g., market leader)*)

Reason for leaving (*Optional – only if relevant and positive*)

Job title

Salary (*Optional*) £

Responsibilities & Capabilities

Major achievements & Accomplishments

Work Experience

Previous Work Experience 4:

Start date (month/year)

Date left or "present"

Name of employer/business

Address of employer/business

Description of business (*Optional – nature of business, size, place in market (e.g., market leader)*)

Reason for leaving (*Optional – only if relevant and positive*)

Job title

Salary (*Optional*) £

Responsibilities & Capabilities

Major achievements & Accomplishments

**Do you have more work experience?
Copy and Paste this page or see page 26 for extra space.**

TARGET JOB

- > * Describe the job, or type of job, that you will be applying for. Within the UK or abroad?
- * What skills or experience do you believe are required for your target job?
- * What aspects of your personality, work experience and/or education / training are most relevant?
- * Copy down the exact wording of the advertisement, including the necessary qualifications, skills and/or experience required for this type of job or for this specific job.

What is your target job title?

The target job description:

- * Why you want to do this type of work and why you feel that you would be good at it. For instance, do you have non-professional experience or related experience?

Why do you feel you are the right person for this job or this type of job?

Background information for compiling a Profile Statement & Cover Letter

The **Profile Statement** is an introductory paragraph, appearing on the first page of your CV. It sums up your key characteristics relevant to the targeted job or field of interest.

A **Cover Letter** is strongly recommended and should accompany both CV and Application Form submissions. This short, but highly focused, letter highlights the specific skills applicable to the targeted job and emphasises your suitability and enthusiasm for that job.

- ⇒ Choose approximately 10 to 15 of the following characteristics that **BEST** reflect your experience, ambition, or personality. Use the blank spaces for additional information.
- ⇒ Indicate your choice by putting an **X** in the appropriate box. (Click on the first box beside the appropriate word and press **X**.)
- > Choose your main attributes—the ones you wish to convey to the potential employer. Even though many more may apply to you in general terms, choose only the characteristics that are proven and that are relevant to your target job. Read the job advert/description carefully and see page 8 for some sample skills.

SKILLS

- | | |
|--|---|
| <input type="checkbox"/> <input type="checkbox"/> Oral / Written communications
<input type="checkbox"/> <input type="checkbox"/> Public speaking
<input type="checkbox"/> <input type="checkbox"/> Administrative
<input type="checkbox"/> <input type="checkbox"/> Managerial
<input type="checkbox"/> <input type="checkbox"/> Sales
<input type="checkbox"/> <input type="checkbox"/> Marketing
<input type="checkbox"/> <input type="checkbox"/> <input style="width: 200px; height: 15px;" type="text"/> | <input type="checkbox"/> <input type="checkbox"/> Decision-making
<input type="checkbox"/> <input type="checkbox"/> Problem-solving
<input type="checkbox"/> <input type="checkbox"/> Aptitude for mathematics
<input type="checkbox"/> <input type="checkbox"/> Analytical
<input type="checkbox"/> <input type="checkbox"/> Technical
<input type="checkbox"/> <input type="checkbox"/> <input style="width: 200px; height: 15px;" type="text"/>
<input type="checkbox"/> <input type="checkbox"/> <input style="width: 200px; height: 15px;" type="text"/> |
|--|---|

ABILITIES

- | | |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> Use own initiative
<input type="checkbox"/> <input type="checkbox"/> Pro-active
<input type="checkbox"/> <input type="checkbox"/> Accurate
<input type="checkbox"/> <input type="checkbox"/> Attentive to detail
<input type="checkbox"/> <input type="checkbox"/> Well-organised
<input type="checkbox"/> <input type="checkbox"/> Flexible
<input type="checkbox"/> <input type="checkbox"/> <input style="width: 200px; height: 15px;" type="text"/> | <input type="checkbox"/> <input type="checkbox"/> Efficient
<input type="checkbox"/> <input type="checkbox"/> Self-motivated
<input type="checkbox"/> <input type="checkbox"/> Creative
<input type="checkbox"/> <input type="checkbox"/> Adaptable
<input type="checkbox"/> <input type="checkbox"/> Focused
<input type="checkbox"/> <input type="checkbox"/> Excellent timekeeper
<input type="checkbox"/> <input type="checkbox"/> <input style="width: 200px; height: 15px;" type="text"/> |
|---|---|

PERSONALITY

- | | |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> Bright
<input type="checkbox"/> <input type="checkbox"/> Outgoing
<input type="checkbox"/> <input type="checkbox"/> Pleasant disposition
<input type="checkbox"/> <input type="checkbox"/> Friendly
<input type="checkbox"/> <input type="checkbox"/> Helpful
<input type="checkbox"/> <input type="checkbox"/> Committed
<input type="checkbox"/> <input type="checkbox"/> Conscientious
<input type="checkbox"/> <input type="checkbox"/> <input style="width: 200px; height: 15px;" type="text"/> | <input type="checkbox"/> <input type="checkbox"/> Energetic
<input type="checkbox"/> <input type="checkbox"/> Enthusiastic
<input type="checkbox"/> <input type="checkbox"/> Mature attitude towards work
<input type="checkbox"/> <input type="checkbox"/> Excellent attitude towards work
<input type="checkbox"/> <input type="checkbox"/> Professional attitude
<input type="checkbox"/> <input type="checkbox"/> Enjoy challenges
<input type="checkbox"/> <input type="checkbox"/> Responsible
<input type="checkbox"/> <input type="checkbox"/> Confident |
|---|---|

Profile Statement & Cover Letter Information Continued

WORKING WITH OTHERS

Communication skills

Team player

Relate well to others

Follow instructions

Supervisory skills or experience

Lead by example

Training staff

Motivate others

EDUCATION

Is directly related to the position

Developed transferable skills

Demonstrates my ability to learn

Lead by example

LEARNING NEW SKILLS

Keen to learn

Quick learner

Eager to gain more qualifications

Interested in changing career

TARGETS

Results-oriented

Successfully achieve goals

Meet deadlines

Accustomed to working under pressure

Thrive/enjoy working under pressure

Training staff

Motivate others

JOB SATISFACTION

Helping people

Success of the team

Satisfied customers

Success of the company

?

From the choices you have made, please go back and indicate the 5 that are most important to you by putting an X in the second box.

Profile Statement Information

The Profile Statement is an introduction, appearing on the first page of your CV. In one or two paragraphs, the Profile Statement sums up your key characteristics relevant to the targeted job or field of interest.

? What are your most important personality traits?

That is, why are you a good employee?

- > * Read the job advert/description carefully and see the Sample Career Skills portion of this workbook on pages 8 and 9.
- * Review your selections on the previous two pages. Consider your main attributes—the ones you wish to convey to the potential employer.

> HINTS:

- > Write your Profile Statement after completing the main part of the CV.
- > State your best qualifications and personality traits, preferably combining them to show yourself as a complete and unique person. Example: “Postgraduate degree in Mechanical Engineering combined with prior teaching experience enables me to effectively convey technical to clients.”
- > What is your objective? Example: “Currently seeking the challenges that a results-orientated position within an innovative and target-driven organisation will bring.”
- > This is not the place to be modest. If you have “outstanding” qualifications, point it out!

=====

Cover Letter Information

Job Title (and/or Reference No.):

Contact Person:

Name:

Title:

Address:

Post Code:

- > Please make sure that you also complete the 'Target Job' section on page 21.
- ? If you would like a cover letter, please indicate by marking the box with an X.
- > If you would like to write a rough draft of the letter, which we will edit, see page 6 for further information about cover letters, and write the main body of the letter below:

> HINTS:

- > Mention the job title and where you saw the ad or who told you about the opening.
- > Briefly tell why you are qualified for the job. For example, your education, experience, or accomplishments.
- > Expand on the above with highly relevant information and refer to your attached CV. Use the advertisement as a guide to what the recruiter needs to know. You can use bullet points.
- > Answer any other questions, such as salary expectations. Thank the reader. Indicate your availability for an interview.

=====

Additional Information

If you require laser printed copies, please choose one of the following Conqueror® Premium watermarked high cotton papers:

- Ultra Smooth Diamond White** Our silky smooth whitest watermarked paper
- Embossed (textured) Brilliant White** A slightly marbled brilliant white
- Embossed (textured) Vellum (Ivory)** A delicately textured and contemporary paper
- Finely Ridged Vellum (Ivory)** A classic CV paper with a traditional linen texture

Any other information you would like to tell us?

Communication Skills

Describe your communication skills.

For instance, describe your presentation/public speaking skills, abilities to write reports/other documents, influence others.

Management Skills

Elaborate on your supervisory, management, project management skills.

Other Personal Qualities

Describe any other personal qualities.

If you have an existing profile statement, bio, psychometric test results, or other personality information, please paste it into the opposite box or attach in a separate email.

CVs or Résumés Price List

All CVs or Résumés Packages include:

- Telephone consultations at any stage of the CV production.
- Draft copies of your CV and cover letter for you to review.
- Matching Reference Sheet.
- Your final documents are e-mailed to you in **all** three electronic formats:
 - (1) Word (can be read by MS Word)
 - (2) Adobe .pdf (can be read and printed by all computers), and
 - (3) ASCII (plain text) Perfect for e-mailing, and cutting and pasting into online forms.
- We format it so that it will be opened and viewed as intended -without broken lines and incorrect characters.
- Free updating for minor changes (e.g., changing dates, addresses, contact information).

Student CV Especially for school leavers, graduates, and entry-level job seekers, who may have up to 18 months of full time working experience. Concise and to the point, this 1-page CV will accentuate your best qualities and demonstrate your potential to future employers.

£ 70

Career Starter CV Suited to jobseekers with less than 5 years' work experience who want a lateral move or want to progress past entry-level positions. Since joining the workforce, you have gained experience and training that you need to highlight. This 1- or 2-page CV will draw attention to your accomplishments, as well as your potential.

£ 90

Career CV Ideal for operations / non-management staff (for example: administration, construction/industry, sales, customer service) who have been in the workforce for 5+ years. You are looking for a more challenging position in a non-management or operative role and need a detailed CV outlining your experience and achievements. This 2-page CV will supply potential employers with the relevant information they need to invite you to an interview.

£ 105

Management or IT/Technical CV Early in your professional or management career (5 to 10+ years experience), your CV is critical to gaining a promotion or lateral move into middle or senior positions. The 2-page Career CV will supply potential employers with carefully selected accomplishments and the relevant information that they need to invite you to an interview. Dependent on your occupation and targeted job, a third page (additional £10) is occasionally required. If required, we will discuss this possibility with you after reviewing your information.

£ 115

Executive CV As a Professional, Business Executive, or Senior Manager with more than 10 years' experience in positions of high-level responsibility, you have made significant contributions in senior positions and have build up a portfolio of major achievements. Your 2- to 3-page CV will outline your career and highlight the knowledge and experience that sets you apart from other candidates and shows potential employer what you will accomplish for their company/organisation. If required, additional pages and/or supporting documents such as Salary History and Publications List can be supplied at an additional £10.00 each.

£ 145

Rush Service (please contact us) - Add	£ 50
Documents on Disk - posted to you, add	£ 10

Cover Letters

A Cover Letter is highly recommended and should accompany both CV and application form submissions. This focused letter highlights the specific skills applicable to the targeted job(s) and emphasises your suitability and enthusiasm for that job. One page letter written - either speculative or targeted to a specific job.

Speculative (enquiring as to any job vacancies)	£ 35
Targeted (in response to a job posting or advertisement)	£ 35
General (multi-purpose and easily customised)	£ 35
Thank-you (after the interview or any contact) or Refusal letters	£ 25
Cover Letter Package (collection of cover letters tailored for various scenarios, including letters to recruitment agencies or companies, advertisements, speculatively to recruitment agencies or companies, trainee positions for graduates). Also included are two post-interview Thank You letter templates, a post-selection Feedback letter template, and Job Acceptance letter template.	£ 65

Updates

Your CV is kept on file with us, so if you need your Pro-CV updated in the future, there is no need to have it completely rewritten.

Minor changes (dates, addresses, contact information)	Free
Major changes (for example - targeting your CV to a different job; additions/deletions of Work Experience)	
Major changes - Student CV to Career Starter	£ 35
Major changes - Career Starter CV	£ 30
Major changes - Career CV	£ 35
Major changes - Management or IT/Technical CV	£ 40
Major changes - Executive CV.....	£ 50
Major changes - Cover Letter	£ 20
Major changes - Thank-you or Refusal Letter	£ 20
Major changes - "Web" CV (HTML file)	£ 40

Printing Package

20 x 1-page CVs or 10 x 2-page CVs or 7 x 3-page CVs
10 x C4 Envelopes (addressed with return and destination addresses)
3 x C4 Board-backed Envelopes
1 x Thermal Binding for your CV and Reference Sheet (incl. cover page)

Posted within the UK Recorded Post £ 45

Posted to Europe Airmail £ 50

Posted to other parts of the World Airmail £ 55

Online CV/Internet Hosting

Your Personal Website – Your CV converted and formatted (HTML) for web page upload. (3 web pages – Introductory home page, CV page with downloadable files, and contact page with form). £ 75

Domain Name / Hosting & Space Your choice of available “co.uk” domain name: e.g. www.YourNameHere.co.uk for 2 years. Package includes e-mail addresses – e.g. email@YourNameHere.co.uk and hosting & space for 1 year. £ 70

Organise Your Job Search

The Pro-CV Job Finder Kit

is a comprehensive toolkit for the active job hunter.

Organise your valuable time

– don’t miss out on an opportunity

Control the paperwork that job hunting generates

With preparation comes confidence!

Get and ace interviews!

<http://www.pro-cv.co.uk/jobfinder.htm>

£ 40

Pro-CV Order Form

CVs Your CV written and emailed to you as Word document only

Students.....	£ 70	
Career Starter CV	£ 90	
Career CV	£ 105	
Management / IT / Technical CV	£ 115	
Executive CV	£ 145	
Web CV (Your CV converted) – Add.....	£ 75	
Domain Name / Hosting / Space	£ 70	
Rush Service (please contact us first) – Add	£ 50	
Documents on Disk (posted) – Add	£ 10	

Printing Package

20 x 1-page CVs or 10 x 2-page CVs or 7 x 3-page CVs 100g premium watermarked high cotton paper) / 10 x C4 envelopes / 3 x C4 board-backed Envelopes / 1 x thermally bound CV and reference sheet.

Posted within the UK (Recorded Post)	£ 45	
Posted to Europe (Airmail)	£ 50	
Posted to other parts of the World (Airmail)	£ 55	

Cover Letter

Single Letter	£ 35	
Letter Package Collection	£ 65	

Minor updates (e.g., changing dates, addresses, contact information)

No Charge	
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Major changes (e.g., targeting your CV to a different job; additions/deletions of Work Experience)

Updating Student to Career Starter CV with major changes	£ 35	
Updating Career Starter CV or Web CV with major changes	£ 30	
Updating Career CV with major changes	£ 35	
Updating Management / IT / Technical CV with major changes	£ 40	
Updating Executive CV with major changes	£ 50	
Updating Cover Letter with major changes	£ 20	
TOTAL		

[Next page ...what to do next ...](#)

What to do next ...

- * **E-MAIL** your completed CV Information Sheets to cv@pro-cv.co.uk *or*
POST your completed CV Information Sheets to the address below.
- * Go to the **ON-LINE PAYMENT** page:
http://www.pro-cv.co.uk/cv_orderformpaypal.htm#payment
- * **Or TELEPHONE** if paying by Visa or MasterCard. Fill in next page and either **telephone** our office with the information to 01506 204700 (international +44 1506 204 700) *or* **post** the following form to address below.
- * **Or POST** if paying by UK cheque/postal order. Make payable to **Pro-CV** for the “Total” amount and post to:

Pro-CV
20 Calderhall Avenue
East Calder
LIVINGSTON
West Lothian
United Kingdom
EH53 0DJ

When using Word – Click on View – Print Layout

Toucan Graphics / Pro-CV

To pay by credit card:

(1) Print a copy of this page and fill it in.

(2) Post the completed page to the address above or telephone us.

MasterCard or Visa

NAME THAT APPEARS ON CARD:

NAME OF BANK THAT ISSUED CARD:

CARD ACCOUNT #

EXPIRY DATE:

ADDRESS OF CARD HOLDER
THAT IS KNOWN TO BANK:

DELIVERY ADDRESS (if different):

CONTACT TELEPHONE NUMBER(S) (not mobile):

EMAIL ADDRESS:

AMOUNT:

DATE :

The item will appear on your credit card statement under "Toucan Graphics"

POST TO:

Pro-CV Writing Services
20 Calderhall Avenue, East Calder
LIVINGSTON
West Lothian
United Kingdom EH53 0DJ

TELEPHONE:

UK: 01506 204700
International +44 1506 204 700