finance

cv notes.

personal statement

Depending on your experience and job that you're applying for, tailor your personal statement appropriately. Your personal statement should highlight your work experience, professional qualifications, skills and traits while giving the employer a glimpse of your personality. Try to avoid going too over the top and coming across as arrogant, your humility, knowledge and skillset should shine through as your core strengths, not your ego. Keep your personal statement short and succinct as this, along with the rest of your CV, should intrigue the employer enough that they call you in for an interview.

employment history

This is your opportunity to really highlight your responsibilities and achievements at a company. An employer wants to not only know what your role is at a company but also how you were able to add value. For example, by working closely with account managers to maximise performance and increase growth by 12%. Remember to give specific details about your achievements and write in full sentences.

Your work history should be ordered in reverse chronological order with your newest position first and then working backwards. If you have had multiple positions at a company, especially due to being promoted, make sure to highlight these. Employers are keen to see progression and not that you have stayed in the same role for years.

education

This is a way to demonstrate any additional training, courses or study that you have undertaken which is relevant to the position that you're applying for. This doesn't have to list everything but should highlight what you think are your most impressive and relevant credentials. This is a great way to show your commitment to finance and your interest in professional development and growth.

core skills

When selecting your core skills, look at your previous roles for transferable and/or job-related skills. Transferable skills such as time or people management are sought after in any industry and at any job level. Job related skills such as security assessments are important as this shows you have previous experience and should be proficient at doing certain tasks. Highlight any systems that you have used in the past e.g. Sap or Oracle as it's possible your employer uses the same or a similar system that you're already familiar with.

references

Regarding your references, you don't have to include these on your CV, if you'd like to add a section at the bottom of your CV that says, 'references available upon request'. It's a good idea however to make sure your CV is no longer than two A4 sides.

contact details

Email Address:
Keep you email address simple and professional, preferably just your first and last name. Avoid nicknames or random words and numbers as it looks unprofessional.

Telephone Number:
Make sure this is an update-to-date number, preferably your mobile number rather than your house number.

Full Address and Post Code

randstad

human forward.