

CV Template:

Is it completely up to you how you put together your CV, as it should be a representation of you. But here is our guide to the key points that need to be on there! If you're not keen on this layout or are still stuck for ideas just Google "CV Templates" there's hundreds to choose from!

Stephanie Cooke MREC

Contact Details: *(Make sure your phone has a voicemail facility & that you check your spam or junk folder inbox regularly for any emails from recruiters!)*

Resides: Berkshire

Tel: 01189 272263

Email: Stephanie@austinclarkrecruitment.co.uk

LinkedIn: StephanieCooke

Summary *(This should be fairly short, and is the main chance to sell yourself!)*

An experienced Recruiter with a passion for Resourcing and Candidate Care. Having started my career within HR Administration I found my passion for Recruitment and started my career as a Temporaries Consultant before running a Permanent Desk for a nationwide agency.

Employment History *(Most recent employment first)*

August 2008 – Present Day

Austin Clark Recruitment Limited

Company Director *(List your duties below, covering everything that you feel is important and worth noting, repeat this for all of your jobs!)*

- Building a Recruitment Business from Scratch in the height of the recession
- Registering company at Companies House, Designing Website, business cards and other marketing collateral
- Touting local businesses for vacancies
- Advertising on job boards

Month Year – Month Year

Company Name

Your Job Title

- Your Achievements
- Job duties listed and explained
- Have you implemented anything within your role/the business
- Key skills
- Job duties

Key skills *(Make sure you list any specific software packages/training courses etc you have used or have attended)*

- Fully PC Literate on MS Office suite
- Full UK Driving licence and access to own vehicle
- Touch Typist
- SAP knowledge
- MREC – Distinction (Member of the Recruitment Employment Confederation)
- First Aider

Education History *(Most recent education first)*

A levels – Ranelagh School

Business Studies (B) etc

GCSES – Ranelagh School

English Literature (B), English Language (B) etc

Hobbies and Interests

Tell us a bit more about you; let your personality come through! What do you enjoy?

References *(Perhaps worth contacting the referees that you list to make sure they are aware that they may be contacted in regards to a reference as long as it's not your current boss!)*

Joanna Austin – Director

Austin Clark Recruitment

01189 272263 or Joanna@austinclarkrecruitment.co.uk