

CV's for high flyers

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In seeking employment, you need to market yourself to a prospective employer. Your CV becomes the most powerful tool to do so. In this brief article, I will endeavor to share some important aspects in preparing a CV.

For starters, ensure that your covering letter makes the right impression. Make sure that it is well laid out, clear and easy to read. The paper should be white or cream. Always ensure that the covering letter is personalized, signed and dated.

Once your CV is received by a prospective employer, the challenge is to make sure that the CV is read. Recruiters usually give each CV a quick scan before picking the best for a more thorough reading. Hence, the presentation of your CV is critical.

Keep your CV short and to the point. Concentrate on the points of most interest to a recruiter. The aim of a CV is to get an interview

and you only need to include information that will help you get that interview. There you need to keep your CV short, information such as number and ages of children, failed examinations, reasons for leaving jobs, salary details, hobbies and interests (that are not important), place of birth and nationality should be eliminated. Keep your CV short and to the point.

Start your CV with a powerful selling point, that catches the recruiters' eye. First impressions count and make sure your CV has a strong intro. The main section of your CV will almost certainly be career and achievements.

Your CV should end on a high note, so that the reader is left with a positive image. Highlighting some interesting hobbies or languages that you can speak, can be a good way of ending a CV.

Work experience needs to be presented comprehensively, in order to make the reader understand your expertise and background. Always quantify achievements, giving evidence supporting the claims you have made. It is important not to leave unexplained gaps in your career history. A suspicious recruiter may wonder whether you were employed something that you

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want to hide, during that period. If you have had many years of experience with one employer, it is particularly important to stress that you have grown, progressed and gained experience within that organization.

There is some debate about whether a photograph should be included in a CV or not. Basically it is not necessary, since people form opinions about you very quickly from your appearance. Don't send a photograph of yourself, unless you are specially asked to.

If a company asks you to complete an application form, don't send a CV instead, as this may lead to you being rejected. When completing an application form you need to decide how to present yourself to the greatest advantage within the format given.

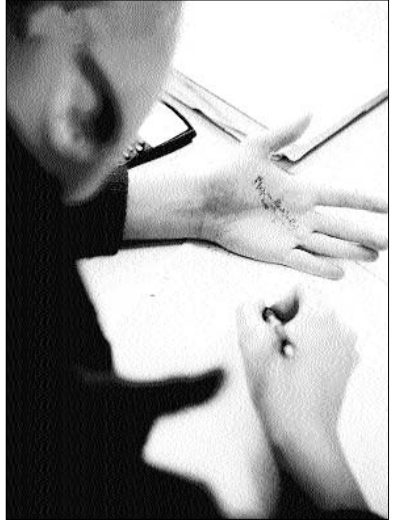
What is the purpose of references in your CV? References enable

prospective employers to obtain an independent assessment about your background, experience and character. You need to provide the recruiter with at least two non-related references. One reference should be from a previous employer and the other from a lecturer, professor or a person with good standing in society. Please note that relatives should not be given as references. Wherever possible, check beforehand that the person you have named, is happy to provide you with a reference.

Remuneration details should not be mentioned, unless specifically required. There is a risk that the employer may decide that your current salary is too high. If you are asked to give details of your salary, include not only your base salary, but also brief details of any major benefits that you currently receive. (Company car, bonus, allowances etc.)

In this brief article, I have provided some guidelines in preparing a CV. Whilst you may explore different formats, do not be afraid to be 'creative' since your CV is your best marketing tool for career success.

"A CV is a photograph of a person" (Anonymous)
"Make your CV a personal marketing tool" (Anonymous)



Top Urgent English Receptionist

Need excellent English speaking 40 ladies to work for an International Company. Prefer around Kurunegala. Interview on December 03rd from 9.00 a.m. at Greenway Agencies Pvt. Ltd, Seylan Bank Building, Colombo Rd, Kurunegala.

AGRICULTURAL/VILLAGE HOSPITALITY VACANCY

A forest retreat located in the Uva Province scheduled to open soon is seeking a couple (husband & wife pair) to live in and manage the property. The ideal candidates should possess a knowledge of spoken and written English, have experience in labour management and housekeeping, building maintenance; knowledge in agriculture/organic farming/horticulture; skill to make excellent village food traditionally cooked. Previous experience in the hospitality/tourism sector will be an added advantage. Apply within 2 weeks C/o P O Box... Colombo

Middle East Vacancies VACANCIES IN DOHA QATAR (United Company)

Immediate Departure

NO.	Category	Qty.	Salary (Q.R.)
01	Office Boys	30	900.00 (Rs.27,000.00)
02	Kitchen Helpers	10	900.00 (Rs.27,000.00)
03	Security Guard	40	900.00 (Rs.27,000.00)
04	Cook	15	1000.00 (Rs.30,000.00)

Terms & Conditions : 2 years contract + 5 Hrs. per day (48 hours per week shall not exceed 12 hours per day) *Food allowance of QR.1500 per month will be provided by the employer. Free Accommodation, Free Medical will be provided. * One way air ticket will be provided after the completion of Contract period. * Probation period will be 90 days. One day per week is given off day for all employees. All the other benefits as per Qatar Labour Law. **Please call over personally with your Passport & relevant documents.** Departure will be within 3 weeks. **Interviews will be held on 2nd, 3rd, 4th, 5th & 7th December at 9.00 am - 5.00 pm.**

ARABIAN ROYAL GROUP PVT.LTD.
375, 1st Floor, R.A De Mel Mawatha, (Duplication Road) Colombo - 3.
(Next to UK Visa Centre, beside Union Bank & Mahanaga Wapalaya)
Approval No. AL/960/Adv/14/9

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Be an achiever by stepping in to a successful career with Pioneer house international Ltd. A world leading solution providers registered with Time Warner Inc of USA and Educational Technologies of Hong kong a pioneer who is 15 years in Sri Lanka in the business and 50 years in the world is looking for competent, result oriented players to fill the following vacancies.

TRAINEE MARKETING EXECUTIVES

The above position are open for young, energetic and out going males/females in the age group of 19-23 with high degree of drive and confidence, good communication and leadership skills. School leavers are encouraged to apply.

Remuneration Salary + Fix allowance + Commission And career ladder

MARKETING EXECUTIVES

- Energetic young females/males around the age of 23 to 35 years
- Good secondary education with G.C.E (O/L) and A/L

Qualification

- Good communication skills in Sinhala, English and Tamil will be an advantage
- Minimum 2 years experience in marketing

Candidate should forward their complete curriculum vitae, contact telephone number and names of two non-related referees within 10 days of this advertisement to:

auamilia@gmail.com
or call for an appointment amila - 0773434805

Educational Technologies The sales manager
Pioneer house
No 23E 1/1, Pagoda rd, Nugegoda.

WANTED

Major International Contracting Company Requires

PORT PERSONNEL LOGISTICS OFFICER

To handle necessary S.L.P.A./S.L. Navy/Port Immigration entry passes documentation, obtaining approvals from Harbour Masters Office, S.L. Navy, Security Division, Logistics Div. for personnel and vehicles, facilitating entry and exiting of crews, project team members consisting of multi national personalities, coordinating with parties. Co-ordinating with Navy for organising approval of Personnel Identity badges and implementation of a secured mechanism for identification and safe movements in and out from base station either thru Port or Fisheries Harbour Jetty at Mutwal.

Must be conversant with MS Office packages, in good health condition, ability to take up appointment at short notice, preferably possessing driving license.

PROJECT STOREMAN

To implement and oversee company inventory management procedure for ongoing project. Must speak English and be conversant with MS Office packages, in good health, and be available to take up appointment at short notice.

Please apply to **srilanka.vacancy@hotmail.com**
Only shortlisted candidates will be contacted.

Australian Government AusAID

Senior Program Officers (2) for Australian Agency for International Development (AusAID)

The Australian Government, through the Australian Agency for International Development (AusAID), is seeking dynamic, skilled, experienced and highly motivated individuals to fill the positions of Senior Program Officers at the Australian High Commission in Colombo.

The prime responsibility of the selected candidates is; identification, management, monitoring and reporting on a portfolio of initiatives that may include education, community rehabilitation, humanitarian assistance and emergency relief initiatives in Sri Lanka and Maldives supported by the Australian Government.

The successful candidates are required to;

- Build relationships and engage, including at a strategic level, with a range of key partners and stakeholders in-country and within the region;
- Work closely with AusAID colleagues in Colombo, the region and Canberra to provide high level advice;
- Prepare key submissions and briefings;
- Attend and report on key meetings and represent AusAID's views and policies.

These will be ongoing positions, subject to satisfactory completion of a probation period of 6 months.

Applicants should access the duty statements and selection criteria on www.lk.kpmg.com/html/eseach-vacancies.html and ensure that applications clearly address all requirements.

AusAID is committed to the principles of workplace diversity.

Applications together with detailed Curricula Vitae and Telephone/ Email contact details of two non-related referees, quoting the relevant Reference ES11/9251-2 and Vacancy on both cover letter and envelope, or subject of the email, should be forwarded to reach the address below within the next ten working days:

The Managing Director,
KPMG Executive Search (Private) Limited,
32A, Sir Mohamed Macan Markar Mawatha, Colombo 3
E-mail: eseach@kpmg.com

All applications will be treated with the strictest confidentiality. We will only correspond with the short listed candidates who possess the right competencies against the selection criteria.

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