



Frequently Asked Questions

What is included in the service?

You will be allocated a designated CV Consultant who is available throughout the process and you have unlimited telephone access to them during office hours (email access is available at weekends and evening or weekend telephone consultations can be arranged by prior appointment). Your CV comes with a 100% satisfaction guarantee, which means that we will continue to work on this until you are completely happy with the end product. Your CV will be issued in word or PDF format (or both if you prefer) and on completion we will provide some hints and tips on using your CV effectively. The most unique aspect of the service is the ongoing support that is included (see below “what makes us different”).

What makes you different to all the other CV companies out there?

A great number of CV companies on the market are simply CV writers and once they send you the CV, their job has finished. We are not a CV writing company, but a CV consultancy and will work with you for up to 12 months, if required, to ensure you stand the best possible chance of securing the job you want. We will continue to work with you, adapting and altering your CV for each job application and can completely re-write your CV, should you decide to focus your job search in a different direction. We don't believe that the service should finish when we send you the CV and we are at the end of the phone to help you in anyway we can with advice and tips on any aspect of the recruitment process.

Do you use templates and standard wording to produce a CV?

Never. Each CV is individually created from scratch with the layout and content specially focusing on your career objective. We do not have any CV software or templates. Everyone is different, so everyone's CV should be different too.

Why can't I do my CV myself?

Lets' use the example of a new bathroom. If you're having a new bathroom fitted, some people, who have good DIY skills, will do it themselves and make a pretty good job of it. Others will think “how difficult can it be” and will have a go at it, only to create additional problems and will then have to ask for help to resolve the problems they have created. The final group are those that want a

quality bathroom installed quickly with minimal fuss and so instantly hire a specialist. The same principles apply to CVs. In the same way that you are a specialist in your field, we are in ours and we utilise our recruitment knowledge to ensure your CV highlights the things that an employer will be looking for. Do you know which CV style to use? Do you know which competencies should be highlighted? Do you know what information to include and what to omit? Do you know whether to have a 2 page or 3 page CV? Do you know how to present the CV in a manner that will make it stand out from the hundreds of others sitting on the recruiter's desk? If the answer to these questions is no, then a professional CV consultancy is the answer.

How long is spent on my CV?

The length of the initial CV writing process really depends on the length of your work experience and the amount of information you provide. This can range from 2 hours for a school or university leaver to up to 8 hours for a Director with over 20 years work history.

I don't really know what I want to do in my career, how can you help?

There are a number of ways we can help. We do have links with a career counselling service, based in London, who would be able to work with you to help you find the direction you need. With regard to the CV, we can initially create a generic document for you, which will appeal to a number of different roles and industries. However, as you see specific roles that you would like to apply for, we can adapt or re-write the CV at that time, so that it is focussed in a specific area.

I have extensive experience in a number of areas and am considering a number of different career paths. How can you create me one CV to cover all avenues?

We don't! We are one of the only CV consultancies in the market that will create as many versions of your CV as you need. This means that if you are considering three different career paths, we can create you three different CVs. This is all included in the price of our service

How quickly can my CV be completed?

Our standard turnaround is between 5-10 working days from the date that payment and all relevant information has been received. This however is the maximum time you would have to wait and we will get the CV to you as soon as we can. We do offer two express services of either 2 working days (+£30.00) or 24 hours (+£40). In some instances we can also accommodate requests for a same day turnaround. Providing all information is received prior to midday, we can return the CV to you by 6pm. This service is dependant on the Consultants'

availability and the amount of time we feel needs to be spent on the CV to make it effective. The price for this service is available on application.

Do you have the industry expertise to write my CV?

We have experience across the board and have written effective CVs for all industries including IT, finance, marketing, sales, media, entertainment, general management, administration, finance, law, medical, automotive, manufacturing, supply chain, retail, HR, fashion, politics, creative arts, call centre

I am looking to emigrate, can you help?

We can make our CVs country specific but we do not provide translation services. We have written successful CVs for countries including: South Africa, Australia, New Zealand, Canada, US, Singapore, Saudi Arabia and countries throughout Europe

English is my second language and I need help writing a CV to appeal to UK employers, can you help?

We have helped numerous foreign national create a focussed UK CV. In addition to the full CV service, we do offer foreign nationals an English correction service, whereby we will amend and correct your CV to ensure that it is grammatically correct.