

HOW TO SEND A GREAT CV SPEC

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WHAT MAKES THIS CANDIDATE SPECIAL

In whatever sector you work in - you need to know what makes them stand out. Make sure you are asking your clients this question - what do you need to see on a candidates CV to want to interview them?



SPEAK TO THE CANDIDATE AND GET THEIR TOP 3 ACHIEVEMENTS

Make sure you ask for their achievements and the outcomes of what they did, not just their actions - what were the outcomes from x? How did this affect the overall department/ team/ business?..

CREATE YOUR INTRO DOCUMENT

This could be a document, with no names or organisation details but just the achievements and main skills of your candidate - make it look attractive and use company branding as well as your name where possible
Use bullet points and plenty of white space



USE LANGUAGE THAT SHOWS YOU REALLY KNOW THIS PERSON WELL

When you follow up on the phone - to make your candidates stand out, use language that shows how well you know them - use "I" and give examples of when you spoke to them. Use real life examples e.g. when we last spoke they told me that...