

Guidance Note on the Curriculum Vitae for Senior Executive Recruitment Campaigns

Your CV should be no longer than **3 pages** in length and should clearly state your relevant achievements and experience in your career to date. A sample CV is attached below for reference. Please note this is only a guidance note and does not intend to prescribe what format is required.

An expert board will examine the CV's and assess them against the requirements of the position. It is therefore in your own interest to ensure your CV clearly and accurately reflects **your track record of achievement in areas such as people, change and budget management** as well as your track record in **delivering on key strategic projects**.

Your career history is best presented in reverse chronological order **so that the most recent roles appear first**. Please ensure you cover the last 10-15 years work experience or last 3 or 4 roles in some level of detail depending on what you have done. For each position, please ensure you clearly indicate your **Management Level**, the **Budget** you were responsible for and the **Number of Staff** reporting to you. You are also asked to include an indication of your **salary** level.

Positions held more than 15 years ago require only a summary description.

Education Details: Please specify status of award if not complete. Should you come under consideration for appointment, you may be required to provide evidence of any qualifications awarded.

At the end you may want to briefly note other achievements that you feel may be relevant to the particular role, for example - other roles you may hold (e.g. Board Member); Key Presentations; Language Skills (including level of fluency); Industry/sectoral recognitions; Publications etc.

A short guidance note on presenting a current / recent Organisation chart is also included.

Sample Curriculum Vitae Layout
for Senior Executive Recruitment Campaigns

Name:

Contact details: *ie Address, Telephone (landline & mobile) & email address*

Career History

Current Position: Job Title Company Dates: *from-to* Salary

- Key Accountabilities
- Key Achievements
- Budget Responsibility
- Number of Staff

Previous Position 1: Job Title Company Dates: *from-to* Salary

- Key Accountabilities
- Key Achievements
- Budget Responsibility
- Number of Staff

Education Details:

- Institution Award (*e.g. BA, MBA etc*) Subject Year Awarded
-

Other Training:

- Subject Training Body Year Completed
-

Professional Memberships etc:

- Level of Membership Professional Body / Association
-

Additional Information:

-

Guidance Note on the Organisation Chart

for Senior Executive Recruitment Campaigns

We would appreciate it if you would forward a copy of an organisation chart indicating your current (or most recent) position within the Senior Management team in your organisation/company.

There is no fixed requirement here in terms of format, and we will accept whatever format is convenient for yourself (e.g. an existing published chart from your organisations website/annual report), but we would emphasise that the selection panel have requested this to help them understand **your level** within your current / most recent organisation and **your positioning relative to other senior managers**.

If you are within a complex organisational / business structure, please do your best to communicate your position within the reporting structure / Business / overall organisational structure.

If you do not have access to a corporate chart you may find the template below useful.

If you are independent or have not been part of an organisation recently, a chart is not necessary.

Sample Organisation Chart Template

