



CURRICULUM VITAE - GUIDANCE NOTES AND EXAMPLE

(reviewed June 2011)

GUIDANCE NOTES

A CV or resumé is a concise history of your career and achievements to date presented in simple, yet effective format to create maximum impact on the reader.

It should be short, readable and interesting, using key words to highlight your major skills and competences so that an employer is quickly aware of what you can offer.

Three Basic Rules

- ✎ It essentially needs to look good. Decent quality paper, a nice type face, attractive layout. Ugly CVs with densely packed, unparagraphed text, is unlikely to even be read.
- ✎ Allocate space in accordance with the importance of the information. This is a very common error. Decide which parts of your CV are most relevant to your application and the most interesting and make sure this is reflected in your allocation of space.
- ✎ It must always be sent with a covering letter. A CV needs a decent covering letter to enhance its appeal and add a human personal touch to the application.

Length

It should be long enough to contain all relevant information, and spaced out enough to make it easy to read. A common error is to make it too long. The current industry standard CV is two pages.

Content

When applying for a position as a Golf Club Secretary/Manager, it is important to include a section about your golfing history.

This should outline:

- ✎ Membership of Clubs, and for how long;
- ✎ Golf Handicap, plus any major amateur events won;
- ✎ Service on committee/board of a golf club (state type of committee and years served);
- ✎ Any other golfing experience.

When writing about your Employment history, you should consider demonstrating the following experience, if you have this:

- ✎ Accountancy - keeping accounts books, trial balance, preparing accounts;

- ✎ Administration - experience of this;
- ✎ Computers - what levels;
- ✎ Management of staff - what levels;
- ✎ Dealing with the general public;
- ✎ Working with committees, directors etc.;
- ✎ Legal side - Employment Laws, Health & Safety, Licensing Laws etc.

Important Points to Check

- ✎ Read through your CV, is it concise and interesting? Have you used key words?
- ✎ Is it clear?
- ✎ Ensure that the relevant details/experience stand out and can be picked up straight away.
- ✎ Are you impressed by it? If not you can be sure it will not impress others!

EXAMPLE CURRICULUM VITAE

PROFILE

A keen golfer with wide experience of golf organisation as committee member. An innovator, able to motivate staff to high standards of achievement. Computer literate with substantial office management and communication skills. Eager to become a Golf Club Secretary/Manager.

Name: Andrew Nigel Sample **Date of Birth:** 01.04.48
Address: 40 Cotton Street, BRISTOL, BS6 9LP. **Telephone:** (0117) 986 3492
Marital Status: Married **Nationality:** British

GOLFING HISTORY

Sound knowledge of the game, rules and etiquette of golf. Membership of Bristol Golf Club for 20 years, current handicap 14.

Have been serving on committee with special responsibility for Greens/House for three years, and Chairman for two of these. Previously served on Social Committee for two years.

Avon County Player (5 years)
 Member of South Western Team on a number of occasions.
 South Western Champion 1990

Attended the Golf Club Managers' Association 'Introduction to Golf Club Management' Residential Training Course (2011).

CURRENT EMPLOYMENT

COMPANY SECRETARY/EXECUTIVE DIRECTOR - Advertising Information Specialists, Bristol. (1988 present)

Main responsibility is to maintain and provide an advertising information service to local newspapers and local radio stations, efficiently. This role involves the running and maintaining of the database, and compiling a company handbook on an annual basis.

Responsibilities include: complete administration of the company, including all legal matters, maintaining accounts and preparing account books for trial balance, arranging board meetings,

preparing agenda, recording and issuing minutes, ensuring compliance with Health & Safety Laws, preparing annual company budget, and managing a team of 8 advertising executives.

PREVIOUS EMPLOYMENT

ADVERTISEMENT MANAGER, ALT Magazines plc, Bristol (1981 1988)

Responsible for selling advertising space, in all 11 of the company magazines, reporting to the Advertisement Director. Managing team of 3 advertising executives. Dealing with company directors and executives of many large and small companies.

OFFICE MANAGER, Bates & Moore Ltd, Bristol (1975 1981)

Responsible for office administration and customer support for medium Advertising Company. Used variety of computer systems (for customer accounts, and general administration) and maintained database of customers.

PREVIOUSLY undertaken roles (after completing my education) where I progressed from Trainee Manager to Section Manager of large Department Store.

EDUCATION

Broadwell Comprehensive School, Bath: 8 O'Levels, and 2 A' Levels

Campton College: Business Management & Computing Course (1 year) - distinction

Undertaken a short course in general accounting procedures.

Attended regular management seminars, covering areas such as; administration, finance, personnel, computer systems during my time as a Trainee Manager.

COMPUTING EXPERIENCE

Knowledge of basic computer programming, and competency in a variety of software packages, including:

- ✎ Microsoft Word
- ✎ Microsoft Office
- ✎ Access
- ✎ Sage Sterling (Accounting)
- ✎ Quicken (Finance).

INTERESTS

Sports including: Golf, Cricket, and Rugby. Member of Bristol Cricket Club for 11 years. I read a wide range of literature, especially classics and enjoy regular trips to the theatre and cinema. For a number of years I have been interested in the history and development of the Far East, and I spent two fascinating weeks last year in Japan.

ADDITIONAL INFORMATION

Held a full clean driving licence for 28 years.