

About 1st Choice...

1st Choice Recruitment, established for over 17 years, deals with recruitment for administration, secretarial, sales & marketing, accounts & finance, human resources, industrial, driving, IT & technical, engineering and legal.

With five local branches in Bedford, Biggleswade, Milton Keynes, Hitchin and Huntingdon, making registration more accessible in the Beds, Herts, Bucks & Cambs area. If you require further advice please contact your local branch.

BEDFORD

8 St Loyes Street, Bedford, MK40 1EP
Tel: 01234 210025 Fax: 01234 360203
Email: beds@1stchoicerec.com

MILTON KEYNES

390 Silbury Court, Silbury Boulevard
Central Milton Keynes, MK9 2AF
Tel: 01908 695599 Fax: 01908 694944
Email: mk@1stchoicerec.com

BIGGLESWADE

1c Market Square, Biggleswade, SG18 8AP
Tel: 01767 316767 Fax: 01767 316764
Email: biggs@1stchoicerec.com

HUNTINGDON

90 High Street, Huntingdon, PE29 3DP
Tel: 01480 459141 Fax: 01480 456016
Email: hunts@1stchoicerec.com

HITCHIN

20 Bucklersbury, Hitchin, SG5 1BG
Tel: 01462 441733 Fax: 01462 458000
Email: hitchin@1stchoicerec.com

Take a look at our website –
www.1stchoice.net
for information on positions available at all five branches.



'Honesty is the key to our success'



CV Guide

Advice on how to prepare your CV.



How to present your CV

Your CV should be no more than two pages long, easy to read and understand.

Your CV is a document for discussion, and can be enlarged upon at the interview.

Below is an example of how you could present your CV. Some of the sections may not apply to you, or you may want to add extra information to support your application.

CURRICULUM VITAE

Personal Details

Your Name

Address

Telephone (home, work, mobile or other)

Email address

Profile

This is your opportunity to sell yourself to your employer! Include career aims, your personal strengths, etc.



Your CV should always be typed, if possible and not handwritten.

Education and Qualifications

Dates and names of educational institutions.
Results and qualifications achieved e.g. *CSE/GCSE, O/A Levels (subjects and grades), City & Guilds, Diplomas, Degree's.*
Any other relevant training courses attended (e.g. *Customer Service skills, IT skills*).

Employment History

Always start with your most recent job and work backwards to your first job, including:

Dates of employment

Name of employer

Job Title

Key responsibilities (important to keep these brief, as you can give further details at the interview)

If you have had more than one job title with the same employer, start with the most recent job title and work back, giving brief key responsibilities for each

Additional Information

This can include your additional skills, driving licence and hobbies/interests, along with any other information that you feel is relevant to support your application.

Typing up your CV

If you do not have a personal computer, you may find it difficult to produce your own CV. The libraries usually provide a facility, this is for general use. (A small fee may be applicable).

Computer Training

Ist Choice are able to train and assess your computer abilities on our in-house computer packages. If you wish to use this facility please contact your local branch to arrange an appointment. The packages available to train on are:

Microsoft Word, Excel, PowerPoint and Access.



Computer training is available free of charge on a range of applications.

