



ineedacv.co.uk

THE CV CENTRE

the uk's leading cv consultancy

How To Order

Introduction

Thank you for downloading our order pack, which contains all the information and forms you need to get your order underway for a thoroughly professional and highly effective CV. The following pages include full details of our services, an order form with a full schedule of pricing and an application form to gather the information your consultant will need.

A CV is often all a prospective employer has to judge you on, so creating the right first impression is absolutely vital. Whether you've set your sights on changing jobs, winning promotion, or simply regaining employment, with our market-leading position in this field we are confident that our assistance will maximise your chances of getting the job you want.

What To Do

You need simply send in a completed order form along with either a copy of your existing CV or a completed application form - or a mixture of the two. Whatever you find easiest.

Where To Send Your Order

Within the UK

Post: The CV Centre, Unit D5, The Seedbed Centre, Davidson Way, Romford RM7 0AZ
Fax: 0800 064 66 86

From outside the UK

Post: The CV Centre, Unit D5, The Seedbed Centre, Davidson Way, Romford RM7 0AZ
Fax: +44 (0) 800 064 66 86

What Happens Next?

Turnaround Time

Once received, your order will be processed in 24 hours, including a brief phone call from your consultant if necessary, just to make sure we've understood your requirements correctly. Or, alternatively, you could select one of our express services, with turnaround times as low as 4 hours.

Our 100% Money-Back Guarantee

If, at any time, for any reason whatsoever, you feel that you deserve your money back, then we will immediately refund your money in full. No questions asked.

Confidentiality

All personal information that you provide will be treated in the strictest confidence. Also, we won't contact you at work without your permission, and even then with extreme discretion.

Queries?

By telephone

If you have any queries please do not hesitate to contact us via our telephone HelpLine - 0800 064 64 84.

Online

Alternatively, you may prefer to use the "Frequently Asked Questions" section of our website <http://www.ineedacv.co.uk/FAQ.htm> or you can email us at CustomerServices@ineedacv.co.uk



i n e e d a c v . c o . u k

THE CV CENTRE

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Our Services

CV Writing

Professional CV Writing

We all know the advantages of a properly written and well-presented CV. Our talent is to help you to sell your talents, and we offer four different categories of CV, according to your level of experience. All are fully guaranteed: If you're not 100% happy, we will revise your CV until you are. Simple as that.

The CV Centre is the UK's leading CV consultancy and, with fees starting at just £32.50, our services are also by far the most competitively priced. How do we keep our prices so low? It's the sheer volume we deal with. But we certainly don't sacrifice on quality to achieve this - with over 70% of our business coming through referrals and personal recommendations this really wouldn't make good business sense!

We handle all professions at all levels, from actors to zoologists and from students to senior executives. You need simply pick the appropriate CV category according to your total lifetime work experience. The only exceptions to this are individuals in medical professions, company directors and those who require a CV for emigration purposes. Anyone falling into these categories should select the 'Advanced CV' category regardless of their level of experience.

Once prepared, a draft of your order will be sent out for your approval and you are free to make whatever amendments you require until you are completely satisfied - at no extra charge whatsoever.

Additional Versions

Quite often our clients will request two or more slightly different versions of their CV, for example when applying for jobs in different lines of work. Alternatively, you may require an American 'résumé' style version.

Covering Letters

Covering letters are, according to a recent survey, seen by almost 50% of recruiters as being equally as important as the CV itself, although most people unfortunately spend the least amount of time on them. When someone has hundreds of CVs to plough through, the covering letter sets the tone of the application, and should inspire the reader to turn over enthusiastically and read the accompanying CV. Take advantage of our covering letter service and maximise your chances of getting through to the interview stage for only £7.50. All letters are written and printed in the same style as your CV, ensuring a fully co-ordinated image.

Standard Speculative Letters

If you are planning to make a number of speculative applications, we will design a dynamic covering letter directed towards the line of work you are interested in.

Advert Response Letters

With advert response letters, if you can provide us with a copy (or just the text of) a job advert or job description, we will compile a strong, positive reply, carefully tailored to the position involved.

Delivery Format

Your CV on CD (CD-RW - ReWritable)

A copy of your CV on fully ReWritable CD (£16) can be very useful, providing you with a durable, long-term - printable and editable - copy of your CV.

In addition to your CV, any other services you order, such as covering letters, references sheets and additional versions of your CV, will also be put on the same CD at no extra charge.

And, being ReWritable, you can easily add or delete any other files you wish to.

Printed Copies

First impressions count. We laser print CVs to Conqueror High White Wove 100gsm which is undoubtedly the best paper for the job. Many employers still request applications by post rather than email and this is your very first opportunity to make a professional impact on them.

Sets of 10 copies are available at just £7.00, 20 copies for £9.50, 30 copies for £12.00, or 40 copies for £14.50.

CV Distribution

With our extensive database of contacts, we can distribute your CV by email to a wide range of quality recruitment agencies and employers matching your requirements (as dictated by you on our 'Future Employment Preferences' form). Quite simply, the more people who see your CV, the better your chances of finding the job you want.

Of course, we recognise that there may be some companies who you would rather did not receive your CV. You can rest assured that your CV will be carefully kept from your current and any previous employers.

Although we offer this service entirely for free, it is optional and will only be provided if you tick the appropriate box on the order form.

Optional Extras

References Sheets

The majority opinion within the recruitment profession is not to include details of references on CVs. It is, however, a good idea to have a 'References Sheet' prepared. For only £5, we design these in exactly the same style as your CV, giving full details of your referees. These can then be handed in to prospective employers when requested.

Completion of Job Application Forms

Completing application forms, whether on paper or online, can be a demanding process. Let us put in the necessary time and effort for you. Simply provide us with a copy of a printed form or let us know where it is located online and, for just £39, we will tell you exactly what you should write, ensuring that your application will stand right out from the rest.

Books

Great Answers to Tough Interview Questions

Having sold nearly 5 million copies to date, Great Answers to Tough Interview Questions is actually much more than its title suggests. It tells you, among other useful things, how to find jobs to apply for, how to dress and what to bone up on in advance. But you'll also find plenty of the tough, sneaky, mean and low-down questions that interviewers love to throw at you with the best answers to these and many more. At only £12.50, you'll find it useful whether you are trying to land your first job, returning to the workplace or looking to take another step up the career ladder.

The Ultimate Psychometric Test Book

The use of psychometric tests in selection and assessment procedures is on the increase. For unprepared candidates they represent a considerable challenge - many more people are failed than pass. Do you want to really stand out from the crowd? Do you want to improve your score and develop a winning mindset? As the biggest book of its kind - with over 1,000 practice test questions plus answers - The Ultimate Psychometric Test Book comes highly recommended by The CV Centre. Essential reading if you want to succeed. You won't find another book with so many - and such a variety - of practice questions.

Optional Express Services

Whilst we aim to turn round orders within an average of 24 hours from when we receive them, for clients who require more urgent attention we do also offer guaranteed express services - the 'Same Day' and the '4-Hour':

Same Day Service (Additional £14 charge):

For orders received before 12pm, a draft should be ready by 5pm

For orders received after 12pm but before 5pm, a draft should be ready by 12pm the next working day

4-Hour Service (Additional £25 charge):

Order ready within 4 working hours of receipt

Orders must be received by 1pm for a draft to be ready by 5pm

Otherwise, will not be ready until next day (starting at 10am), e.g. received 2pm, ready by 11am next working day

NB: All turnaround times are GMT/BST, relate only to standard Monday - Friday working days and exclude weekends and Bank Holidays.

Despatch Options

Postage & packing is free for all orders. And email despatch (of both drafts and completed orders) is also free of charge.

Email despatch covers the release of your CV (and any other documents you may order) in fully editable Microsoft Word format - so that you can print, update, modify, etc. as you require. Whilst we do obviously own the copyright on all our work, we are prepared to relinquish all our rights in this respect.

Most of our competitors charge for this service as a 'hidden extra' but we endeavour to make our fees as clear and simple as possible and to have no hidden costs.



Your Name:

Post Code:

Order Form

CV Writing

		Quantity	Totals
Starter CV (Less than 6 months total lifetime work experience)	£32.50	<input type="text"/>	£
Intermediate CV (Under 10 years total lifetime work experience)	£39.50	<input type="text"/>	£
Senior CV (Between 10 and 20 years work experience)	£44.50	<input type="text"/>	£
Advanced CV (Over 20 years; also Medical/Directors/Emigration)	£54.50	<input type="text"/>	£
Update of one of our CVs (existing CV Centre clients only)	£17.50	<input type="text"/>	£
Additional Versions of your CV	£9.00	<input type="text"/>	£

Covering Letters

Covering Letter - Standard Speculative Type (inc. 5 copies)	£7.50	<input type="text"/>	£
Covering Letter - Advert Response Type (inc. 2 copies)	£7.50	<input type="text"/>	£

Delivery Format

Your CV (and letter(s) if applicable) on CD (CD-RW - ReWritable)	£16.00	<input type="text"/>	£
10 Copy Pack of your CV	£7.00	<input type="text"/>	£
20 Copy Pack of your CV	£9.50	<input type="text"/>	£
30 Copy Pack of your CV	£12.00	<input type="text"/>	£
40 Copy Pack of your CV	£14.50	<input type="text"/>	£

CV Distribution

Email CV Distribution to Recruitment Agencies & Employers	FREE	<input type="checkbox"/>	FREE
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Optional Extras

References Sheet (inc. 5 copies)	£5.00	<input type="text"/>	£
Completion of Job Application Form	£39.00	<input type="text"/>	£

Books

'Great Answers to Tough Interview Questions'	£12.50	<input type="text"/>	£
'The Ultimate Psychometric Test Book'	£13.50	<input type="text"/>	£

Optional Express Services

Same Day Express Service Premium	£14.00	<input type="text"/>	£
4-Hour Express Service Premium	£25.00	<input type="text"/>	£

Despatch Options

By post	FREE	<input checked="" type="checkbox"/>	FREE
By email (If you would like your order sent by email, please state your email here)	FREE	<input type="checkbox"/>	FREE

GRAND TOTAL: £

Payment Details (Full payment required with all orders)

Cheque/Postal Order (Made payable to The CV Centre)

MasterCard Visa/Delta Switch/Solo/Maestro Amex/Diners/JCB

Card Number (the 14 - 20 digit number across the middle of your card)

Expiry Date

Issue Number (Switch/Solo/Maestro) Valid From (Switch/Solo/Maestro)

Security Code No. (if applicable - last 3 digits on signature strip or 4 digit number on front of card)

Signature:

Date:

Future Employment Preferences

General Area

(please circle a maximum of 3 numbers)

1. Administrative & Secretarial
2. Banking (both senior and junior level)
3. Catering
4. Construction Industry (non-manual)
5. Education
6. Electrical/Electronics
7. Engineering & Mechanical
8. Senior/Executive Management
9. Finance (except Banking - see above)
10. Health & Medical
11. Human Resources (including Consultants)
12. Information Technology
13. Insurance (including clerical)
14. Legal
15. Manual (including Factory & Warehouse)
16. Marketing (including Events Management)
17. Media (including Journalism & PR)
18. Crafts & Trades (not elsewhere classified)
19. Middle/Junior Management
20. Production & Manufacturing
21. Personal, Leisure & Security Services
22. Retail (including Motor Vehicles)
23. Sales (including Estate Agents)
24. Scientific (both Academic and Industrial)
25. Transport (including Travel & Tourism)

Current/Last Job Title:

Previous Job Title:

Specific Job Titles of Interest to You:

How much notice are you required to give?

Current/Last Annual Salary:

Expected Annual Salary Level:

Employment Type Sought

Permanent

Temporary

Contract

Geographical Preference

(please circle a maximum of 5 numbers)

1. Aberdeen, Dundee & Inverness
2. Birmingham Central
3. Birmingham North, Wolverhampton & Dudley
4. Birmingham South
5. Bradford, Lancaster, Middlesbrough & S. Cumbria
6. Brighton & Gatwick Area
7. Bristol & Bath
8. Cambridge, Peterborough & Norwich
9. Cardiff, Newport, Swansea & Shrewsbury
10. Chelmsford & Harlow
11. Colchester & Ipswich
12. Coventry & Northampton
13. Derby & Stoke-on-Trent
14. Devon & Cornwall
15. Edinburgh
16. Glasgow North
17. Glasgow South & Dumfries
18. Gloucester, Cheltenham & West Midlands South
19. Grimsby & Scunthorpe
20. Guildford, Basingstoke & Fleet
21. High Wycombe & Aylesbury
22. Ilford, Romford, Southend & Basildon
23. Leeds, York, Wakefield & Huddersfield
24. Leicester
25. Liverpool, Warrington, Wirral & Chester
26. London Central
27. London East
28. London North
29. London North West
30. London South
31. London South East
32. London South West
33. Maidstone & Canterbury
34. Manchester Central
35. Manchester North & Oldham
36. Manchester South
37. Milton Keynes, Luton, Bedford & Stevenage
38. Newcastle, Sunderland, Carlisle & N. Cumbria
39. Northern Ireland
40. Nottingham, Mansfield, Chesterfield & Lincoln
41. Oxford & Banbury
42. Preston & Blackburn
43. Reading, Bracknell & Newbury
44. Sheffield, Doncaster, Barnsley & Rotherham
45. Slough
46. Southampton, Bournemouth, Portsmouth & IOW
47. Swindon
48. Tunbridge Wells & Sevenoaks
49. Watford & St. Albans
50. Wigan & Bolton

Would You Consider Relocation?

YES/NO

By placing an order with The CV Centre, you agree to accept The CV Centre's Terms & Conditions (which can be seen on the website - <http://www.ineedacv.co.uk> - or can be provided in hard copy on request from our Customer HelpLine by phoning 0800 064 64 84). No contract subsists until The CV Centre accepts your order.

All information you provide may be used at The CV Centre's total discretion, for example in statistical analysis and for distribution to carefully selected third parties who may be able to assist you in gaining future employment. As a result, you may be contacted by post, fax, email, phone or other reasonable means of communication by The CV Centre, its associates, or other organisations. If you object to this usage of your data, please tick this box. Otherwise, you are deemed to accept.



CV Application Form

If you do not have an existing CV then please complete this form as thoroughly as possible, continuing on separate sheets if necessary. However, **if you do already have an existing CV then you may prefer to simply submit a copy of this instead** - or to complete only those sections which your CV does not already cover. Whatever you find easiest.

If you have any queries please do not hesitate to telephone our HelpLine on 0800 064 64 84.

The CV Centre is registered under the Data Protection Act 1998, No. Z7248720.

All information provided will therefore be treated strictly in accordance with this Act.

Title:	Your Name: (as you wish it to appear on your CV)
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Address:
Town/City:
Post Code:
Country:

Tel (Home):
Tel (Work):
Mobile:
Email Address(es):
Fax:

Do you want your work contact details to go on your CV? Email Only/Phone Only/Both/Neither

Your Date of Birth: / /19

**Mother Tongue/
Native Language:**

Please tick the reason below which best describes your need to have a CV prepared:

Aiming for promotion

Recently graduated

Planning a different career

New job after career break

Redundant/Unemployed

Recent school leaver

Do you Drive? YES/NO

And hold a full, clean licence? YES/NO

Are you a Qualified First Aider? YES/NO

Are you a Trained Fire Marshal? YES/NO

Education, Qualifications & Further Skills

GCSE, CSE, O Level, Standard Grade or Equivalent Intermediate Level Examination Passes

Level	Subject	Grade	Date

A, AS, S, NVQ, GNVQ or Equivalent Higher Level Examination Passes

Level	Subject	Grade	Date

OND, HND, Degree, Master, PhD and other Professional/Vocational Qualifications and Memberships

Name and Location of university(ies)/institution(s) where attained, and Dates attended:

Level	Subject	Grade	Date

Please list any computer packages and/or programming languages you can use, e.g. Excel, HTML, etc.

Please list any languages you speak, besides English, and the level, i.e. Fluent, Conversational or Basic.

Please list any interests and activities you have outside of work, e.g. Badminton, Cinema, DIY, etc.

Employment History

Please continue this section on separate sheets if necessary.

Job Title:	
Employer's Name and Location:	
Employment Dates:	From:
	To:
Duties, Responsibilities & Achievements:	
Give the job title of the person to whom you are/were responsible:	
Reason for leaving or wishing to leave:	

Job Title:	
Employer's Name and Location:	
Employment Dates:	From:
	To:
Duties, Responsibilities & Achievements:	

Job Title:	
Employer's Name and Location:	
Employment Dates:	From:
	To:
Duties, Responsibilities & Achievements:	

Other Details

Give a brief description of yourself, highlighting what you consider to be your strengths and weaknesses, as well as your main characteristics, both as an employee and in your personal life.

Briefly describe your ideal career path from your next position. What are your professional ambitions and how do you intend to achieve them? What are you looking for in a new job?

Additional Information: Please detail here anything which you consider to be relevant but which has not been covered already, e.g. recent graduates may wish to detail their dissertation.

Covering Letters/Additional Versions: If you have ordered any covering letters to accompany your CV or any additional versions of your CV, then please detail your basic requirements for these here.

Referees (optional service - please see order form)

Professional or Academic:

Name:
Address:
Town/City:
Post Code:
Country:
Tel:
Fax:
Email:

Personal or Academic:

Name:
Address:
Town/City:
Post Code:
Country:
Tel:
Fax:
Email: