



Resource

Creating the perfect CV

Lisa Forrest

Global Head of Talent Acquisition

Alexander Mann Solutions

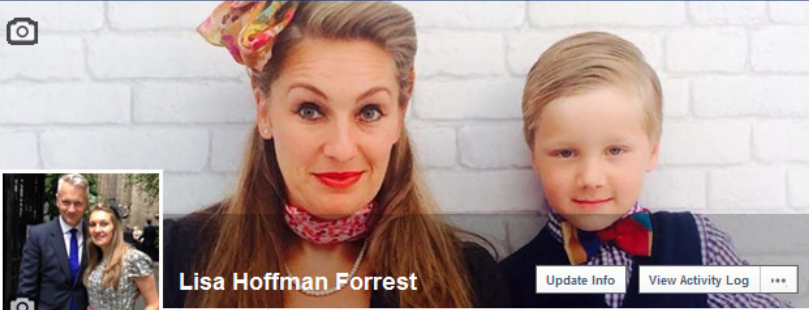
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Your CV

1. What is a CV?
2. Who looks at it?
3. What do they notice first?
4. What should / shouldn't be on there?

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My CV



Lisa Hoffman Forrest

Update Info View Activity Log

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Head of Client Services at **Alexander Mann Solutions**
Past: Randstad Sourceright

Studied Applied Human Communication - Psychology at **Manchester Metropolitan University**
Attended from 1994 to 1997

Lives in London, United Kingdom

Married to Tom Forrest

From London, United Kingdom
Born on 26 September 1975 (39 years old)

Status Photo/Video Life Event

Lisa Hoffman Forrest shared **Bang Talent**'s post.
14 mins · 🌐

Bang Talent
Did you all hear @katy_red on @LBC at 3pm today? #proud #datingexpert

Like · Comment · Share



Lisa Forrest

Global Head of Talent Acquisition
London, United Kingdom | Human Resources

Current Alexander Mann Solutions
Previous Alexander Mann Solutions, Randstad Sourceright, Joslin Rowe
Education The Manchester Metropolitan University

View profile as

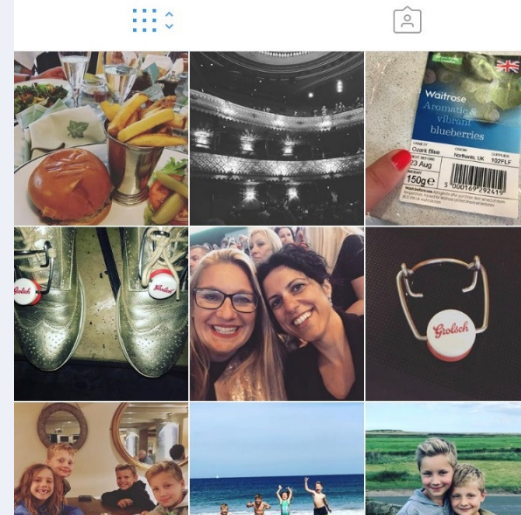
500+
connections

lisalefti

651 posts 351 followers 1,300 following

Edit Profile

Lisa Forrest
 Lover of clever, funny words. Passionate about all things talent acquisition. Surrounded by brilliant men; mother to two and wife to one.



Profile Strength



Ads By LinkedIn Members



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The Bad CV

Curriculum Vitae

Address: 10 High Street
London W1 3CV
Email: boozyfloozy@gmail.com

Name: Lisa Forrest
Telephone: 07777 123 456

Age: 36
NI number: AB123456C

Personnel statement:

I really like working with animals and I am good at it. I want to get a job in an office either working with numbers or maybe a job with animals

St Andrews Primary School 1985 – 1987

St John's Junior School 1987 – 1991

St George's Senior School 1991 – 1996
GCSEs Maths B, English D, French C, Science D, Geography B, Computing B,

St Patricks Sixth Form College 1996 – 1998
Alevels in French, Biology and Geography

WORK EXPERIENCE

2000 – 2003 Iceland Foods

Helping the community into employment
020 8346 4000 | www.resource-centre.org

Position: Stacking shelves and operating tills

2004 – present Marks and Spencer
Position: Working on tills

2007 – present Local Accountants office
Position: Accounts assistant

Interests: I like shopping, reading and travelling and also really enjoy sport.

Skills:

- French
- ❖ russian
- ❖ Computer skills

References available on request

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The Good CV

Lisa Forrest
123 High Street
London W1 2CV

07777 123 456

Lisa.forrest@gmail.com

An ambitious, conscientious and articulate finance professional with a proven track record for achieving targets and being rewarded with career progression. Consistently trusted with financial responsibilities and worked as part of a top performing team. Respected manager of high-performing team of six people

WORK EXPERIENCE

Aug 2008– present

Barclays Bank, London

- responsible for full financial accounting of credit card services function
- managing team of 4 financial controllers and 2 finance assistants including performance management
- negotiating financial contracts with suppliers up to the value of £1m
- delivering month-end a year-end accounting for business unit with 0% errors throughout 2015/2016
- supported tender and implementation for new accounting software increasing productivity by 25%
- resolving invoice disputes with third-parties with efficiency and diplomacy

Achievements:

- reduced payment terms by 18 days in 5 years and promoted to manager in 2011.
- delivering 15% cost saving plans each year since 2014
- joined the firm as finance assistant and promoted 5 times in 9 years to finance manager

Sep 2005 – Jul 2007

Al Fresco Restaurant, London

- greeting customers at front of house
- working as part of a busy team to ensure service runs smoothly
- resolved customer queries and complaints involving patience and diplomacy

Achievements:

- awarded employee of the month 8 times in 2 years
- promoted to cashier due to strong financial skills and being trustworthy

July 2007 – August 2008

Travelled through South America

Spent 13 months in Brazil, Argentina, Peru and Chile including a 4 day trek to Macchu Picchu and a 3 month charity project helping to build a school in Brazil. This involved working efficiently and cohesively with a team to hit deadlines.

QUALIFICATIONS

2011

City University

Diploma in Financial Accounting

2005-2007

A levels

St George's Sixth Form College

Maths B

Economics B

Physics C

Appointed Head Girl in final year of senior school

SKILLS

- Technology - advanced level in MS Office packages and all major accounting software
- Social Media - confident navigating social media accounts including managing company pages and sharing daily content
- Languages - basic French, intermediate German
- Driving - clean UK driving licence

INTERESTS

- Sport: A firm believer in a healthy lifestyle, including regularly running, cycling and playing squash. Winner of three local squash tournaments this year
- Travel: Greatly enjoy travelling to 3rd world environments and giving something back to the local communities. Forthcoming goal is to help build a dam in Ethiopia.
- Music: A committed member of the local choir since the age of 7.

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CV Tips

1. Keep it to the point / bullets
2. Tailor it
3. Include a personal statement
4. Don't leave gaps / explain them
5. Pages don't matter
6. No errors / spell-check
7. Tell the truth
8. Back up with numbers / examples
9. Make it look good
10. Make it keyword friendly
11. Keep it current
12. No jargon / slang

REMEMBER – the average time an employer takes to look at a CV is 8 seconds

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Questions?

lisa.forrest@alexmann.com