



Practical, Prompt, Professional HR Solutions

CURRICULUM VITAE

At **Complete People Management Ltd** we offer the service of writing CV's for employee's who may be facing redundancy. The value of a CV should never be underestimated and will help your employees in their job search at such difficult times. The CV will:

- Be no more than 2 pages in length;
- Be factual;
- Be made bespoke to the employment position the employee is applying for;
- Assist in increasing their chances of being invited to an interview.

The CV service is priced as follows:

- **CV** £150
Creation of a bespoke CV based on the employee's skills, abilities, achievements, qualifications and career aspirations.
- **CV Review** £30
A review of the employee's CV will highlight recommendations for consideration and implementation.
- **CV Review and Update** £160
After review, the employee's CV is updated.
- **Job application covering letter** £30
A covering letter is created in line with the employment position for which the employee wishes to apply for.
- **Personality Profiling** £95
Why not give your employee the edge by adding their known key behavioural strengths and qualities to their CV?

Here is what one person said about the CV writing service.....

"I just wanted to drop you a line to say a big THANK YOU for taking the time to review my CV and make such positive and productive changes to it. I really feel as if I have a great selling tool with which to promote myself into the jobs market. I really couldn't see how I was going to get it on to two pages but you've managed not only to condense the content but also to make each section sharp and to the point."

Telephone is on **0208 8168 726** to discuss your requirements.

All prices are exclusive of VAT.

Our CV services are available in the UK and Norway.