



ASSURANT  
Solutions®

# Preparing your CV

It's important to use your CV as an opportunity to sell yourself, and reflect yourself honestly. Your CV is the first piece of information we will receive about you, and how we will identify your suitability to vacancies within Assurant Solutions. Remember, at this stage the recruiter doesn't know you, all they have to go on is your CV so make the most of it!

## Your CV should contain:

- Your full name and contact details
- Employment history, with all gaps in employment explained
- Your professional qualifications
- Education history

## Hints and Tips:

- How you format your CV is entirely up to you, but keep to the same format throughout.
- It's preferable to detail your employment history in date order, most recent first, detailing the key responsibilities of your previous roles in bullet points.
- If you have been promoted within a company, treat the promotion as a separate entry, explaining that you were promoted to the role. It will then clearly show your career path within the company.
- If you have any gaps of more than a month in your employment history, show them on your CV and explain what you were doing during that time e.g. travelling or seeking employment.
- It is not a requirement to detail your hobbies and interests within your CV, but if you would like to include them, it's a good idea to leave them until last.
- Check your spelling! Spelling and grammatical errors could well see your CV discarded just for these reasons.
- Ensure that everything you detail in your CV is truthful. Your application details will be verified during the recruitment process and if invalid information is supplied this will cast doubt on the remainder of your CV and risk your application.