

C.V. WRITING

At **LYNC HR Ltd** we offer the outplacement service of writing CV's for your employee's who may be facing redundancy. This is a difficult time for both the employer and employee and offering the service to have their CV written, reviewed and / or updated will assist the employee with their job search and with your company's PR.

The power of a CV should never be underestimated and will help your employee(s) in their job search. 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;
- Not guarantee them a job but should assist in getting "their foot in the door" to an interview.

The CV service includes different options:

- **CV**

We will write your employee's CV after obtaining details of their experience and qualification.

- **CV (Senior Manager)**

We will write your manager's CV after obtaining details of their experience and qualifications and understanding fully their career aspirations.

- **CV Review by email**

We review your employee's CV and forward a report with recommendations via email direct to your employee.

- **CV Review and Update**

We review and update your employee's CV.

- **CV Review and Update (Senior Manager)**

We review and update your manager's CV.

- **Job application covering letter**

We create a covering letter in line with the employment position(s) for which you are applying.

- **CV Bespoke to Job**

Need to apply for a further job? Ask us to review the job details and amend your CV accordingly.

- **Personality Profiling**

Why not give your employee the edge by adding their known key strengths and qualities to the CV? They can complete the questionnaire online or manually.