



RESUME (CV) PREPARATION INSTRUCTIONS

INTRODUCTION

After many years handling recruitment for employers, experience has shown **PIE Consultancy** that most employers have no time for lengthy or verbose resumes (CVs). For most jobs, employers focus mainly on candidates' **career histories** and their **professional training**. Employers also have no time for resumes that run into too many pages. Many candidates make the mistake of **stretching** their resumes to achieve length without adding any substance. Employers look for **substance** not the length. Accordingly, we encourage candidates to be as brief as possible, communicating what is important, without giving unnecessary details or being verbose. The other common mistake made by candidates is too many attachments and photos attached to their resumes. Opening such big files takes more time and irritates employers. Your passport size photo which we encourage you to attach positioned beside your name as shown in the standard format should suffice.

You are advised to follow the standard format sent to you but remember this format is purely a guide. You may change the font type or size or increase table rows if you wish provided you observe the instructions below:

1. In most cases, using normal font size and page set up, you do not need more than two pages to prepare a good resume. Accordingly try to restrict yourself to 2 pages.
2. Avoid using greater than font size **11** for the main body of your resume. You may use a larger size your caption (name) but do not exceed **14**. For font type, use **Century Gothic**.
3. Your top and bottom margins should be **2.0** cm and your left and right margins should be **2.5** cm.
4. In the sections relating to your career, professional training, and general education, always list starting with the most recent to the oldest.
5. Give at least **3** referees from your latest three employers, (excluding the current employer), unless you have worked for less than three employers. Ensure you provide their phone numbers and email addresses.
6. Give at least **2** referees from the last two colleges or schools that you attended on **full time** basis.
7. Apart from your passport size photo, **do not** attach any other photos or documents. You will be asked to bring or present these if you are invited for interview.
8. Save your resume in the following format: **RESUME, FIRST NAME LAST NAME (DATE)**. The date must be in the format: **YYMMDD**. For example, if your name is **ROBERT ONYANGO**, and you prepared the resume on **20th May 2021**, the file name for your resume will be **RESUME ROBERT ONYANGO (210520)**
9. Resumes must be sent in **MS Word** only. **Other formats will be rejected.**
10. Email to careers@pieconsultancy.net.
11. **DO NOT POST OR DELIVER HARD COPIES** of your resume.

IF YOU DO NOT HAVE A PASSPORT, PLEASE APPLY FOR ONE RIGHT AWAY AND IMMEDIATELY EMAIL YOUR NAME AND THE PASSPORT NUMBER TO careers@pieconsultancy.net