



# CV & Supporting Statement Guidance

We've created a CV template for you to use to submit your information to us. The template sets up the layout of the document for you, however you can provide as much information on the template as you'd like.

Please ensure you keep your CV anonymous with no name or contact details shown. You will be asked to provide this information on our recruitment system prior to submitting your CV.

## How we assess your CV and Supporting Statement

The recruitment panel will review your CV and Supporting Statement to confirm that you meet each of the essential criteria set out in the Job Description. If you do not meet all of the essential criteria to an acceptable level your application may not pass the sift and you will not be invited to interview.

Please ensure that each of the essential (and if possible the desirable) criteria set out in the success profile section of the Job description are clearly addressed within your CV/Supporting statement.

## CV Summary

This is a summary of you and your experience.

Keep this short, only about five lines, detailing your relevance to the job and make an impact.

You should cover areas such as:

- Key words that describe your character e.g. 'Motivated, Driven, Creative etc individual who enjoys...';
- Why does the role you are applying for interest you?
- What motivates you? Do you have any career goals?

### Example:

A driven project manager with 15 years of experience working in construction and civil works. Led the construction of the award-winning New Tower in 2018 and recently completed a pipeline project requiring the management of over 50 contractors. Motivated by having the opportunity to make a difference to the environment and enjoy work of a practical and outdoor

nature. Keen to develop experience working on large-scale projects with tight schedules and budgets.

## Skills

In this section you should bullet point 4 - 8 of your key skills and attributes which are relevant to the role you are applying for.

Examples:

- Excellent interpersonal skills, demonstrated by providing advice to clients, communicating with colleagues and professionals such as geologists and engineers.
- Strong people management skills and have managed teams working in multiple locations
- Expert knowledge of a variety of GIS mapping software

## Work History

You should provide the following details in relation to your work history, with your most recent role at the top. If you have worked in numerous roles then positions from 5 years ago or earlier can just cover Job Title and dates.

- **Job Title**
- **Dates** - How long you have worked there - if still employed you could state '1 January 2020 – present'
- **Key Achievements** – Specific outcomes which were a direct result of your actions/input/management. Specify if you led on this or supported
- **Experience** – Consider the essential experience requirements noted within the job spec, note any experience you gained in previous roles which would be relevant for the job you are applying for

**Example:**

Team Leader

Forestry and Land Scotland June 2020—Present

Key Achievements

- Delivered project X on time and under budget, successful outcome of...
- Developed new team to provide high quality service evidenced by satisfaction survey..

Experience

- Management of a variety of projects within the region to ensure timely delivery
- Planning workloads and delegating tasks for a team of 6
- Managed contracts valued at £25,000 for felling operations
- Ensured Health and Safety compliance for site A, B & C

## Education and Qualifications

In this section provide the details of any relevant courses and qualifications from school, work, and other educational institutions which are relevant for the role.

Please note if you have attained higher or further education (Degree, HNC etc) then it may not be relevant to list the Standard Grades or Highers you attained in school.

Some of our roles require people to have a full UK drivers license, please make a note of your drivers license status if this is mentioned in the job description.

## Supporting Statement

The supporting statement should be no more than 750 words, if the word count is higher we cannot consider the supporting statement as part of the assessment.

The supporting statement should be used to provide further evidence, potentially examples, of how you meet the essential and desirable criteria set out in the job spec. The stronger the evidence provided the higher your application may score.

Tips:

- Try not to repeat exactly what is on the CV, elaborate further but avoid repetition.
- Minimize use of bullet points.
- Clearly separate different examples or specific evidence to ensure its easy for the reader to follow.