



CV SERVICES @ CLARK

With so much competition in today's Job Market it means that Job Hunters have to get the basics right to secure that all important first interview.

Over our years in business, Clark has reviewed thousands of CV's so we have great credibility and experience. A CV with bad spelling, grammar and a poor layout could mean that your CV never gets beyond the first stage even if you have all the key skills required for the job.

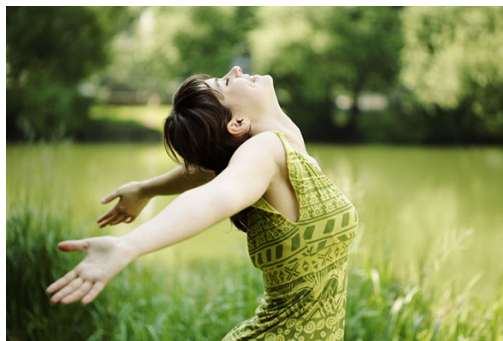
At Clark we want ensure that your CV reflects your professionalism and experience while also standing out from the competition.

Our experienced Consultants will examine your CV in detail from an employer's point of view and provide advice on the layout and content, ensuring your specific skills and achievements are highlighted prominently and professionally to the employer. We meet with all individuals face to face so we can gather all relevant information before we produce your new CV.

We can offer tailored packages to suit your needs and budget.

Our service includes:

- Up to 60 minute consultation with CV Service Consultant
- 3 x Hard copies of finalised CV
- 2 Sample cover letters- one specific and one general by email
- Interview and CV tips Information Document sent by email.



**If you require more information please do not hesitate to contact Clark
on 045-881888 or email info@clark.ie**

**HUMAN RESOURCE SOLUTIONS • PAYROLL SERVICES • RECRUITMENT & SELECTION
SECRETARIAL SERVICES • TRAINING & DEVELOPMENT • PSYCHOMETRIC PROFILING**

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