



# THE EASY PEELER

ORANGE APPOINTMENT'S FIRE ENGINEERING PUBLICATION



## MAKE AN IMPACT WITH YOUR CV

Your CV is the first impression a new employer has of you so a really good one will make you stand out from the crowd right from the outset. Here are our tips for creating the most impactful CV.

Before you start, do a bit of research about the company and job you are applying for. Each CV you send should appeal to that employer and role. Make a list of points of interests or values you connect with.

Start with a good CV template (most word processing software has them). We like the style across. Now get writing...

**Profile** - Brief personal statement (3 or 4 sentences), tailored for each role you apply for, mention your values, top skills and experiences which best match the culture or nature of the role you're applying for.

**Qualifications** - Starting with your most recent, list them here. University Name; City, County - Degree, Year

**Experience** - Job Title, Company Name, location. Starting with your most recent, detail your exact role

and what you actually did there and any achievements whilst working there. Continue with your next roles in order - again highlighting your key roles and involvement in projects

**Major Projects** - Categorise the projects under headings by building type (Residential, Hospitals, Education, Offices etc) and detail as much information as you can and highlight what your actual role was on the project.

**References** - You do not need to give these on your CV as these will be collected later in the process but feel free to mention anyone who might sing your praises (and are happy to be contacted).

Your CV may go over 3 or 4 pages if you have been working for a number of years. This is fine if it is well structured and organised for easy reading.

Check your CV for errors and get someone else to proof read it too. Remember a good recruiter, like Orange Appointments, will also help you to prepare your CV and give lots of hints, tips and information about companies

### In this newsletter

- ~ **WRITING A GREAT CV**
- ~ **ORANGE ROUND UP**
- ~ **COMPETITION TIME**
- ~ **LATEST JOBS**
- ~ **REFERRAL SCHEME**

Now you are ready to start applying!

Don't forget to get your LinkedIn profile up to date and looking good as employers could check you out there too.

## Your name

address  
telephone  
email address

<b>Profile</b>	Brief personal statement (3 or 4 sentences), tailored for each role you apply for, highlight your values, top skills and experiences which best match the culture or nature of the role you are applying for.
<b>Qualifications</b>	Starting with your most recent, list them here. University Name; City, County - Degree, Year
<b>Experience</b>	Job Title, Company Name; City, County - 2016-Present Starting with your most recent, detail your exact role and what you actually did there, achievements whilst working there  Job Title, Company Name; City, County - 2009-2017 Highlight your key roles again and involvement in key projects.  To provide telephone IT support, troubleshooting, providing advice and assistance and logging calls for engineers. Administrative duties for the ICT department.
<b>Major Projects</b>	Categorise the projects under headings by building type (Retail, Hospitals, Education, Offices etc) and detail exactly what the projects were, budgets, scale and any particular achievements you got on the projects.
<b>References</b>	You do not need to give these on your CV as these will be collected later in the process, but people might ask around so if you have any people who are singing your praises, pop them down here as they might start asking around before they choose to interview.

## ORANGE APPOINTMENTS ROUND UP

The last few months have been a busy time for Orange Appointments. We said goodbye to our office at Eagle Tower where we have been based for 3 years. A change was needed, especially coming out of the pandemic so we are excited to be working from The Workplace Cheltenham, a fantastic co-working space. With so many like-minded people coming together in a shared space, this move really has helped to boost us and the fantastic coffee and free cake is a definite bonus! With a lovely new working environment we also have been working hard to bring a fresh 'new' look to Orange Appointments. Our branding is now more consistent and we have a new logo and new look website which now shows how we stand out

as specialist fire engineering recruiters. The comments we have received so far from our network have been really encouraging. Thank you! Will Pearce travelled to UCLAN in Preston in April and spoke online in November to the students on the IMFSE Course. He gave advice on starting their careers in fire engineering and answering any questions they had about the market as well as enabling some useful links to employers. He also gave guidance on CVs and how to present themselves to companies more effectively. The feedback was really positive so Will is going to continue to keep close links with these courses and arrange more talks and webinars in the months and years to come. Will is due to attend UCLAN again at the end of November/early December TBC.



# ORANGE APPOINTMENTS



In January Will will also be joining Darren from Paiger for his weekly podcast called 'Beer with Marketers'. He talks to marketers and recruitment peers about their wins, frustrations and their advice on different subjects, all whilst drinking a beer!



## COMPETITION TIME!

If you would like to be in for a chance of winning a John Lewis Christmas Hamper just 'subscribe' to our new newsletter on LinkedIn by 10th December. One lucky winner will be chosen at random! Good luck!

## LATEST VACANCIES

Orange Appointments have many different fire safety engineering positions, at all levels, in locations across the UK and internationally. Check out our website for more details on the roles or give our office a call on 01242 467724

**FIRE SAFETY ENGINEER**  
(2+ YEARS EXP.)  
Home Based  
£40k - £50k DOE

**TECHNICAL DIRECTOR (FIRE)**  
Bristol  
up to £100k DOE

**SENIOR FIRE SAFETY ENGINEER**  
Home Based  
£55k - £65k DOE

**OPERATIONS DIRECTOR (FIRE ENGINEERING)**  
London  
£80k - £90k DOE

## REFER A FRIEND



We are offering great cash rewards if you refer a friend to Orange Appointments who goes on to get a new job. You can be rewarded up to £1000! Check out our website for full terms.  
[www.orangeappointments.com/referrals](http://www.orangeappointments.com/referrals)

**IF YOU HAVE ANY COMMENTS REGARDING THIS PUBLICATION OR ANY SUGGESTIONS FOR WHAT YOU WOULD LIKE TO FEATURE GET IN TOUCH AT [JENNIFER@ORANGEAPPOINTMENTS.COM](mailto:JENNIFER@ORANGEAPPOINTMENTS.COM)**