

There's been a lot of talk about how to write a good CV but I am not sure many have given up one for scrutiny alongside the advice they posit; particularly for recruiters CV's... So I have done that, and hope that people can use this simple template to put their own together.

CV writing shouldn't be all fluff. Get to the point.

## **Key Contents:**

### **Overview...**

Who are you, what are you about, and why are you in the room?

### **Achievements...**

First impressions count, get your A-List on here early before people lose interest. No one has time or cares to search this stuff out - so smack em in the face with it.

### **Experience...**

Avoid lengthy text, get on point. Give a brief on what you were there for and summarise that you did, concisely.

### **Education...**

May as well give it some air. After all, understanding Austen's Mr Darcy and how he compares to Bronte's Heathcliff is key to your ability to select great talent... Jokes aside, stick this detail in here, it matters.

### **Activities and Interests etc...**

Because no-one likes a dullard. Simple. As much as people bemoan this part of the CV, it's a chance to give a bit of "you you" not "work you".

I've made this deliberately simple, and as embarrassing as it is to put my own out there - I hope it helps. :-)

# James Wardle

Recruiter

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## Overview...

I'm a versatile and dedicated Recruiter of 14 years' experience, operating predominantly in the business of building Talent Acquisition teams on a global basis. Well-connected, proactive and concise in approach, I am passionate about finding great people for great companies, and vice versa. Significant experience of working with Startups, Consultancies, and Corporates in the identification and attraction of exceptional Talent and HR professionals across Technology and Operations verticals.

## Key Achievements...

- Built highly successful and profitable Recruitment Agency markets, from scratch, in the Rec2Rec field, specialising in IT Recruitment.
- Approached by client to spearhead UK and International growth with an emphasis on passive experienced Recruitment hires at every level. Delivered circa 65 direct experienced hires over 2.5 year period with cost-saving over £500,000.
- Established own business, focused on experienced Recruitment hires, with notable project delivery to Digital Tech Recruitment Agency (16 in 14 months), Life Sciences Recruitment Agency (24 in 20 months), Pharmaceutical Agency (17 in 13 months) and various other key strategic experienced hires.
- Pivoted company to encompass focus on In-House Recruitment, establishing contractor function and supporting a series of world-class Startups in rapid identification of exceptional In-House Recruitment talent.
- Delivered 10 hires in 6 month period to market leading Embedded Talent Solution / RPO business, maintaining exceptionally high standards of delivery and working within bespoke subscription parameters.
- Placed over 600 Recruitment professionals, career to date, into predominantly Permanent situated roles in 8 different countries.

## Professional Experience...

### **Alderson James Consulting**

*Owner & Founder*

January 2013—Present

Established my own business, Alderson James Consulting, at the beginning of 2013. Objective of running a distributed team supplying best-in-class Recruiters to Recruitment Agencies in the UK across Technology, Media, Life Sciences, and Energy. Pivoted company to incorporate supply to Talent Acquisition (in-house) roles and have established exceptional working links with notable startups, consultancies, and corporates.

#### *Highlights*

- Close to 300 experienced category Recruiter placements made, 90% permanent, across Agency and In-House roles.
- Placed in 7 countries, within 15 cities, to date.
- Complete management of employees, finance, marketing, and sales from day one to the present day.
- Built the business to wide-recognition and extremely positive reception through provision of exceptional service, speed of delivery, and expert use of Social Media to platform insights, comment, and opportunity.

### **Cititec Associates**

*Global Head of Talent Acquisition*

May 2010—December 2012

Hired to spearhead exciting growth project for Cititec Associates as the firm, a specialist IT into Investment Banking recruitment agency, hit a rich seam of relationships and success within their markets. Established internal recruitment interview processes and worked in partnership with Business Owners and Directors to develop hiring strategies and protocols.

## **Highlights**

- Delivered 65 hires via direct sourcing in 2.5 year period, saving over £500,000 in agency fees.
- Played significant role in advising on key strategic sales and non-sales hiring including first ever Head of Marketing, CFO, and Country Managers for fledgling Amsterdam and Singapore offices.
- Ported into sister company, a software specific Consulting Firm, to advise and execute on Staffing Partner (TA) hires.
- Devised market approach and strategic business operations evolution around identification of salary, benefit, and reward specifically tailored to attract Talent from the firm's major competitors.
- Selected and managed Agency relationships, nourishing pipelines while maintaining significant engagement into the market to validate direct candidate ownership.
- Awarded MVP, attended 5 high-fliers lunch clubs, and 1 all-expenses company incentive.

And so on...

## **Education & Academics...**

### **Royal Holloway College, University of London**

*BA(hons)—English (2:2)*

Dissertation: "Analysing masculinity in the British novel since 1800"

### **Carmel College, St Helens, Merseyside**

A-Levels: 1 x A, 4 x B

### **St Gregory's RC High School, Warrington, Cheshire**

GCSE: 4 x A\*, 2 x A, 3 x B

### **Sports & Activities...**

- Represented my school, college and university on the Football field during every single year of study, competing in League and Cup competitions.
- Achieved ABRSM Grade 7 in B Flat Cornet and ABRSM Grade 7 in Voice, whilst competing in local and national Musical tournaments.
- Engaged in fundraising on behalf of institutions such as Oxfam, Cafod, and The Salvation Army.

### **Personal Interests...**

In my down time I keep active with regular football, running and gym. I enjoy reading and have a particular excitement for historical fiction. One of my passions is History in general and I have a real interest in the early Medieval period as well as the French Revolution. I socialise with friends and enjoy gigs, racing events, and a visit to the pub but most of my time, however, is spent trying to be a good dad to my two children and wrestling with my slowly ever advancing years.

### **References...**

Available on request.