



sanne

Designing your CV

Ambition
our thirst for knowledge,
gives you the edge.

sannegroup.com

About Sanne

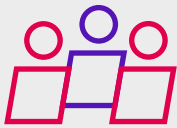
Sanne, an Apex Group company, is an award-winning global provider of alternative asset and corporate services.

Established since 1988, Sanne employs c.2,200 professionals worldwide and administers structures and funds that have in excess of US\$685 billion assets. We deliver tailored fiduciary services to a highly valued international client base through a global network of 23 locations spread across the Americas, Europe, Africa and Asia-Pacific.

Clients are serviced through regional businesses which are led by global leaders with deep experience in alternative asset and corporate services. Each business contains multifunctional and skilled teams of professionally qualified people who are aligned to the specific requirements of each client, across one accredited platform.

Sanne leads in the provision of fund and corporate administration services. Specialist expertise is delivered across private debt, capital markets, real assets, private equity, hedge and corporate services. Key clients at Sanne include leading fund managers, financial institutions and global corporates. Effective August 4, 2022, Sanne was acquired by Apex Group, providing clients with access to the wider Group's full range of services.

Sanne at a glance



2,200+
people worldwide



ESG advisory
a signatory of PRI



\$685bn+
assets under administration



Leaders
in fund and
administration services



Accredited
business process



23 locations
AMERICAS / EUROPE /
AFRICA / ASIA-PACIFIC

Our promise

We believe that clients should expect more, so we stand for professionalism, innovation and quality. If you require a strategic relationship and a true business partnership with people who genuinely care about your growth. We are Sanne.

Let's talk...

For more information, please visit our website sannegroup.com

What is a CV?

The term “CV” stands for Curriculum Vitae, which is a self-prepared document designed to highlight your skills, experience and education to a prospective employer. Ultimately, it should set you apart from other candidates and demonstrate why you are the best person for the job.

What to include in your CV:

Whilst everybody has different skills and experiences, there is a similar format which each person should follow when drawing up a CV.

Personal Details:

- Name, professional title and contact details.
- Refrain from using CV or Curriculum Vitae as the title and instead use your name.
- Your email address and phone number are essential contact details.

Personal Profile:

- A short paragraph beneath your personal details.
- It is one of the most important aspects of your Cv.
- It should provide an insight into who you are and what you're all about
- Ensure you tailor the profile to demonstrate how your qualities match the requirements of the role.

Experience and Employment History:

- This section affords you the opportunity to highlight your previous jobs, internships and work experience.
- Ensure to list your experience in reverse chronological order because your most recent role is the important to a prospective employer.
- When listing each position of employment, state your job title, the employer, the dates you worked and a line that summarises the role. Then bullet point your key responsibilities, skills and achievements, and bolster each point with strong verbs and figures to support each claim and display your impact.

Education and Qualifications:

- Like your experience section, your education should be listed in reverse chronological order. Include the name of the institutions and the dates you were there, followed by the qualifications and grades you achieved.
- If you have recently left education, you may write your degree, A-levels or GCSEs (or equivalents) like so:
 - *Institution name – Dates attended (from – to)*
 - *Qualification/subject – Grade*
- If you have a degree, you could list a few of the most relevant modules, assignments or projects underneath.
- For professionals that are a little further along in their careers, or have many certificates in their repertoire, you can lay your qualifications out in this way:
 - *Qualification, grade – Institution – Year*

Additional Sections:

- **Key skills:** If you are writing a functional CV, or have some abilities you want to show off to the employer immediately, insert a key skills section underneath your personal profile. You should aim to detail four to five abilities at most.
- **Hobbies and interests:** If you feel that your CV is lacking, you can boost your document by inserting a hobbies and interests section at the end. This can help to show how well you fit into the company or the industry.
- **References:** Like including an address on your CV, adding your referees to the end of your CV is no longer standardised. You can include a line that reads 'references available on request', but if you do not have room, it is acceptable to remove it altogether.

What not to include:

- **A headshot:** In many countries, its common practice to include a photo of yourself on your CV. However, the UK is not one of them.
- **Age and date of birth:** The only dates that should be on your CV are from employment and your qualifications. Your age does not affect your ability to do the job, and it is illegal for employers to ask about age.



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sets us apart,
strengthens your business.

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