

Here at [martinCVs](#) we like to make things as simple as possible. Therefore, simply select the most appropriate CV service below. The order process is as follows:

1. Complete the questionnaire and if you already have a CV, then you can simply include this with the form
2. Complete the CV package form indicating any upgrades you may require
3. Post, or fax the forms including payment( either by cheque, postal order or bankers draft) to martinCVs LTD, PO Box 408, Bridgwater, Somerset, TA6 9ED

Once we have received all the necessary forms and payment we will then begin to process your order.

When we have your draft CV completed we will email a copy for your approval. Once we receive approval with any amendments required we will complete the CV writing process and you will then receive your completed CV writing package via email or post again, depending on what service you have requested.

### **Now please complete our questionnaire**

Please complete in small case not block capitals. Your information will be treated in the strictest confidence in accordance with the Data Protection Act.

Your Details	
Title (Mr, Mrs, Ms, Miss, Dr)	
First Name	
Surname	
Email Address	
Postal Address	
Home Telephone Number	
Office Telephone Number	
Mobile Number	
If you have an existing CV please copy and paste into text box. If you don't have a CV then simply fill the fields below.	

Summary/Profile	
Major work achievements	
<p>Work Experience- Please list your jobs in reverse chronological order. Start with you most recent job and work backwards</p> <ul style="list-style-type: none"> <li>- Company name</li> <li>- job title</li> <li>-dates</li> <li>-responsibilities</li> <li>-achievements</li> </ul>	
Education qualifications	
Training courses/projects	
<p>Other Experience: Computer skills, language skills</p>	
Additional information	
Driving Licence	
Nationality	
Interests/Hobbies	

Referees – only for medical/educational/collage and university	
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**Now please select the CV package you require.**

<b><u>CV Style</u></b>	<b>Price</b>	
School leaver/Student CV	£ 45.00	<input type="checkbox"/>
Standard CV	£55.50	<input type="checkbox"/>
Management CV	£65.50	<input type="checkbox"/>
Executive CV	£85.50	<input type="checkbox"/>

<b><u>Cover letter type</u></b>		
Cover letter - speculative	£7.50	<input type="checkbox"/>
Cover letter – Specific	£7.50	<input type="checkbox"/>

**Cover letter – specific information e.g. employer name, address, vacancy, date of vacancy and where advertised etc**

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<b><u>Additional formats</u></b>		
CD	£13.50	<input type="checkbox"/>
10 page copy pack on Conqueror paper	£10.50	<input type="checkbox"/>
20 page copy pack on Conqueror paper	£23.50	<input type="checkbox"/>

Total £
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**The above prices are based on a 7-day service once the above information has been received and payment cleared.**