A GUIDE FOR CANDIDATES

YOUR CV, READ THE WAY WE READ IT

A practical guide from LM Recruits for household and specialist candidates

lmrecruit.com

When your CV reaches us we read it twice. The first read is quick: does this person fit the role, and can we reach them? The second read is slow, line by line, before we pick up the phone.

This guide is about passing the first read and making the second one easy. It is written for the people we place: au pairs, nannies, housekeepers, chefs, drivers and personal assistants, and specialists in engineering, manufacturing, finance, IT and logistics.

THE ORDER THAT WORKS

Six parts, in this order. Clients and our team look in the same places every time, so put things where they expect them.

1

Your details

Full name, phone number with the country code, email address, the town and country you live in, and the passports or work permits you hold. Add your driver's licence if you have one.

> **Leave out.** Leave out your ID or passport number, bank details and full street address. We ask for documents when we need them and handle them under our privacy policy.

2

Profile

Three or four lines at the top: what you do, how many years you have done it, the role you want next, where you can work and when you can start.

3

Experience

Newest first. For each role: your title, the employer, where, and the month and year you started and finished. Then three to five lines on what you did and what changed because you were there.

4

Skills and certificates

First aid, licences, languages, trade tests, software and machines, each with the year you qualified. These are the lines clients search for.

5

Education and training

Your highest qualification first, then the courses that matter for the role. School results only if you finished school recently.

6

References

Two or three recent employers who have agreed to be contacted, with their current phone number and how they know you. We call references during vetting, so check the numbers still work.

AN EXAMPLE, MARKED UP

A one-page CV for a household role, marked where it does its job. The candidate is fictional; the habits are the ones we look for.

1

NALEDI KHUMALO

Nanny and household manager

+27 82 XXX XXXX | naledi.khumalo@example.com | Randburg, Johannesburg | South African passport, valid to 2031

2

PROFILE

Nanny with nine years of full-time childcare for families with children from newborn to 12. Experienced in running a household, school runs and travel with the family. Looking for a live-in role in South Africa or the Middle East from February 2027.

EXPERIENCE

Nanny and household manager
Private family, Bryanston — March 2021 to present 3

4

- Run the daily routine for two children, now 4 and 8: meals, school runs, homework and activities.
- Manage the housekeeper's weekly schedule and the household shopping budget.
- Travelled with the family on six trips abroad, caring for the children on flights and in hotels.

Nanny
Private family, Midrand — January 2017 to February 2021

- Full-time care of twins from birth to age four, including sleep and feeding routines.

5

CERTIFICATES AND SKILLS

- Paediatric First Aid, Level 1 (2025)
- Driver's licence, Code B, 10 years' accident-free driving
- Police clearance certificate (2026)
- Languages: English, isiZulu, Sesotho

6

REFERENCES

Mrs A. Pillay, current employer, +27 83 XXX XXXX (agreed to be contacted)

1 **Reachable in one line**

Phone with the country code, an email you check, where you live, and the passport you hold. A client abroad needs all four.

2 **A profile that answers questions**

Years of experience, the ages of children cared for, live-in or live-out, where and when. No adjectives doing the work.

3 **Month and year, newest first**

"2017 to 2021" can mean four years or two. Months make it exact and show there is no gap.

4 **What you did, with detail**

Real numbers you can talk about in an interview: two children, six trips, a weekly schedule.

5 **Proof, with the year**

First aid, licence and police clearance are the first things a family asks about. Dates show they are current.

6 **A reference who expects the call**

Ask first. A reference who knows we will phone gives a better account of you.

HOUSEHOLD ROLES: WHAT FAMILIES ASK ABOUT

A family is choosing someone to live and work in their home, often with their children. These are the questions they ask us first. Answer them on the page.

The children you have cared for

Their ages when you started and how many at once. Newborn care, twins and children with additional needs are worth naming.

Live-in or live-out

Say which you want and whether you are open to the other. Add whether you travel with families.

Certificates that are current

First aid with the year, police clearance with the year, and any childcare or culinary training.

Driving

Your licence code and how many years you have driven. Families often need school runs.

Languages, cooking, swimming, pets

Small lines that often decide between two good candidates. Include them if they are true.

Ready to work abroad

Your passport and its expiry date. If a role abroad asks for a photo, use a recent head-and-shoulders photo on a plain background. Otherwise leave it off.

SPECIALIST ROLES: SHOW THE WORK

For engineering, manufacturing, finance, IT and logistics roles, the client wants evidence that you have done this exact work before.

Lead with what you work on

The machines, control systems, software and standards you know, by name and version. That is how clients search, and how we match.

Numbers you can defend

Output, budgets, team size, downtime saved, projects delivered. Only figures you can explain in an interview.

Registrations and trade tests

Professional registrations, trade tests and licences with the year and the issuing body.

A project list, if your work is project work

Project, client type, value or size, your role, and the year. Keep it to the five that best fit the role.

DO THIS, NOT THAT

DO	NOT
✓ Keep it to two pages for most roles.	✗ Send three pages listing every job since school.
✓ Use a plain layout, one font, saved as a PDF.	✗ Use columns, tables and graphics that scramble when the file is read by a system.
✓ Write what you did and what changed.	✗ Paste in your old job description.
✓ Explain a gap in one line: studying, caring for family, relocating.	✗ Leave a year unexplained.
✓ Name the file with your name: Naledi-Khumalo-CV.pdf	✗ Send “CV final (2).docx”.
✓ Be exact about titles, dates and qualifications.	✗ Stretch them. Our vetting checks references, qualifications and criminal records.

BEFORE YOU SEND IT

Tick every line before you press send. The printed guide has the same list.

- [ ] My phone number and email are correct, with the country code.
- [ ] Dates show the month and year, newest job first.
- [ ] Every gap has a one-line explanation.
- [ ] Certificates and licences show the year I got them.
- [ ] My references have agreed to be contacted and their numbers work.
- [ ] The profile matches the role I am applying for.
- [ ] Someone else has read it for spelling.
- [ ] It is saved as a PDF named with my name.

WHAT HAPPENS AFTER YOU SEND IT

1

We read it

Every CV is read by our team. If you fit a role we are working on, we call you.

2

Vetting

We check your references, qualifications, personal information and criminal record, with your consent.

3

Psychometrist interview

Every candidate we put forward is interviewed by our qualified psychometrist.

4

Shortlist

We present you to the client with a report. If they want to meet you, we arrange the interview and prepare you for it.

READY WHEN YOU ARE

Send your CV with the role you want, and we will be in touch if there is a fit.

Send your CV to info@lmrecruit.com or through lmrecruit.com/contact