

### About the Jinfo Newsletter

The Jinfo Newsletter is a summary of the latest listings in the Jinfo database at:

<http://www.jinfo.com/>

Please forward this Newsletter to anyone who may find it useful.

To subscribe to the Jinfo Newsletter or to modify your subscription, login to your account at <http://www.jinfo.com/subs/> or send an email to [support@jinfo.com](mailto:support@jinfo.com).

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### Reward good customer service :: Nominate today

This is your chance to reward excellence by nominating the online information vendor who, in your opinion, has provided you with outstanding customer service.

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<<http://www.freepint.com/events/online-info-2005/>>

### In-depth information management reports from FreePint

Topics include: Freedom of Information; Information Auditing; Publishing eNewsletters; Acquiring Skills; Info-Entrepreneur Marketing

Read about the full range of reports from FreePint at:

<<http://www.freepint.com/shop/report/>>

## CV Writing Tips

Your CV is a representation of you and is the first impression that a new employer has of you. Here are some basic rules to bear in mind when creating your Curriculum Vitae. Profiles are discretionary, however, they are a good way of giving your potential employer a quick overview of your skills, the direction that you wish to pursue and your main strengths to encourage them to read on.

A CV should consider the following:

#### Personal details

- Full Name
- Full Address
- Date of birth
- Marital status
- Nationality

#### Academic history, qualifications

- Include both school and university/college qualifications

#### Computer skills

- State all relevant courses attended and list all IT system knowledge

#### Career history

- Chronological order with no gaps
- Include the name of the company, job title and dates employed
- Include full job duties

#### Achievements and projects managed

- Summarised details

#### Interests

- Do not invent interests as you are often asked about these on interview
- Be specific and expand on what you do
- Interests are helpful to an employer and can help the interviewer decide whether or not you would fit into the firm's culture

#### Referees

- Do not include referee details on your CV
- State references available on request
- Be prepared to have reference details for the past 5 years

And remember, always:

- Type your CV and be ready to email your CV as a Microsoft Word document
- Text should be a minimum of point size 11 - 12 so it is easy to read
- Avoid photographs on your CV unless requested. If necessary, attach a photograph separately
- Keep it simple and use bullets, tabs and formatting to make your CV easy to read
- Double-check your CV for spelling and grammar errors. One error on your CV will often hinder your application
- Keep your CV to two pages when possible

Learn your CV thoroughly especially dates, as you will be asked about this on interview.

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Donna Walton is a specialist in Library and Information recruitment with over ten years experience, assisting professionals at all levels and in various industries.



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### VIP Wire

The VIP Wire is *the* place to search and promote press releases for business information products and services.

It is free to browse and search the database of announcements.

It is free to post press releases for your organisation.

### VIP Wire Digest

Subscribe to the free weekly email digest listing of the latest press releases. Monitor the latest announcements through a content feed.

Full details at [www.vivaVIP.com](http://www.vivaVIP.com)

The VIP Wire is part of the VIP family of products:

**VIP** reviews business information products. Monthly.

**VIP Eye** analyses business information announcements and comments on trends. Twice-monthly.

**VIP Wire** is a database of business information press announcements.

**VIP Lounge** is for announcements relating to VIP and its subscribers.

Full details about VIP at:

<http://www.vivaVIP.com/>

*"VIP provides me with an excellent source of reviews of all manner of relevant products. What better editorial team could there be than the people behind FreePint to report on products and news in the information market! I think this is positive testimony enough!*

*VIP's monthly compilation of proper in-depth reviews provides me with plenty of objective information from which to make decisions on products I might be interested in. It is also an excellent way to keep up with the latest content and functionality improvements.*

*VIP Eye is a great way to keep up-to-date in the fast-changing information world. Rather than be distracted with daily press releases, I much prefer the fortnightly round-up of what's important for me as an information manager in a large global corporation."*

Information Manager, UK

**Information / Interaction Administrator  
(added 30th June 2005)**

URL: <http://www.jinfo.com/go/j4195>  
Recruiter: D A Solutions Limited  
Location: City of London, United Kingdom

**Information Administrator (added 29th June 2005)**

URL: <http://www.jinfo.com/go/j4194>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Records Management & Information Compliance  
Adviser (added 28th June 2005)**

URL: <http://www.jinfo.com/go/j4193>  
Recruiter: South West Regional Development Agency  
Location: United Kingdom

**LIS Administrative Assistant  
(added 27th June 2005)**

URL: <http://www.jinfo.com/go/j4192>  
Recruiter: D A Solutions Limited  
Location: City of London, United Kingdom

**Assistant Librarian (added 27th June 2005)**

URL: <http://www.jinfo.com/go/j4191>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Sheffield, United Kingdom

**European Research Assistant  
(added 27th June 2005)**

URL: <http://www.jinfo.com/go/j4190>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Hertfordshire, United Kingdom

**Knowledge Manager (added 27th June 2005)**

URL: <http://www.jinfo.com/go/j4189>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

**Archivist/Curator (added 27th June 2005)**

URL: <http://www.jinfo.com/go/j4188>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Norwich, United Kingdom

**Corporate Finance Researcher  
(added 27th June 2005)**

URL: <http://www.jinfo.com/go/j4187>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: United Kingdom

**Researcher - corporate finance (added 27th June 2005)**

URL: <http://www.jinfo.com/go/j4186>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

**Human Resources Researcher  
(added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4185>  
Recruiter: Glen Recruitment  
Location: Thames Valley or London, United Kingdom

**Knowledge Manager (added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4184>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Senior Researcher (Corporate Finance)  
(added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4183>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Researcher - Investment Banking  
(added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4182>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Evening Researcher ( 2 p.m. - 10 p.m.)  
(added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4181>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Business Devt. Researcher / Analyst – Legal  
(added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4180>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Business Researcher with second European language  
(added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4179>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Research Support - Spanish - 9 month contract  
(added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4178>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Corp. Finance Researcher (added 25th June 2005)**

URL: <http://www.jinfo.com/go/j4176>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Research Assoc. Consultant -Middle East / North Africa  
(added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4175>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Head of Information - Legal (added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4174>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Information Executive (Consultancy)  
(added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4173>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Legal Information Officer (added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4172>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Researcher - MANCHESTER (added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4171>  
Recruiter: Glen Recruitment  
Location: Manchester, United Kingdom

**Information / Librarian - Legal (added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4170>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Researcher / Database Support (added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4169>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Corporate Records Officer (Birmingham area)  
(added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4168>  
Recruiter: Glen Recruitment  
Location: Birmingham area, United Kingdom

**Records & Knowledge Officer  
(added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4166>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Sector Specialist (Transport)  
(added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4165>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Sector Specialist (Energy) (added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4164>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**TMT Sector Specialist (added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4163>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Sector Analyst (Telecoms/Technology)  
(added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4162>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Senior Researcher - Pharma / Life Sciences  
(added 24th June 2005)**

URL: <http://www.jinfo.com/go/j4161>  
Recruiter: Glen Recruitment  
Location: London, United Kingdom

**Librarian/Archivist (added 23rd June 2005)**

URL: <http://www.jinfo.com/go/j4155>  
Recruiter: Town and Country Planning Association  
Location: London, United Kingdom

**Assistant Librarian (added 22nd June 2005)**

URL: <http://www.jinfo.com/go/j4154>  
Recruiter: D A Solutions Limited  
Location: Sheffield, United Kingdom

**Library Manager in Abu Dhabi  
(added 22nd June 2005)**

URL: <http://www.jinfo.com/go/j4153>  
Recruiter: D A Solutions Limited  
Location: Abu Dhabi, United Arab Emirates

**Project Support Officer (added 21st June 2005)**

URL: <http://www.jinfo.com/go/j4152>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - West, United Kingdom

**Information Officer (added 21st June 2005)**

URL: <http://www.jinfo.com/go/j4150>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Librarian (added 21st June 2005)**

URL: <http://www.jinfo.com/go/j4149>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Leeds, United Kingdom

**Research and Analysis Executive (added 21st June 2005)**

URL: <http://www.jinfo.com/go/j4148>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Temporary Library Clerk (Looseleafing)  
(added 17th June 2005)**

URL: <http://www.jinfo.com/go/j4142>  
Recruiter: D A Solutions Limited  
Location: City of London, United Kingdom

**Information Specialist (Methodology)  
(added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4141>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

**P/T Children and Young Peoples Stock Librarian  
(added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4140>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: West London, United Kingdom

**Senior Sales Executives (added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4139>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London, United Kingdom

**Strategic Sales Executive (added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4138>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Surrey, United Kingdom

**Sales Executive (added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4137>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London, United Kingdom

**Sales Director (added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4136>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: UK / London, United Kingdom

**Sales Executives (added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4135>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London & South / Home based, United Kingdom

**Head of Client Services (added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4134>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London, United Kingdom

**Corporate Finance Researcher  
(added 16th June 2005)**

URL: <http://www.jinfo.com/go/j4133>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom