

General Advice on CV Writing

Put yourself in the shoes of the employer: What makes you different from the rest? What would you look for? How would you decide?

As the applicant, your technical CV should balance showcasing your technical skills with your business acumen.

Your CV should demonstrate that you are the right person for the job, including details on your career, education, and personal details painting an attractive but accurate portrait of your ability, achievements and interests.

But you must also keep it simple. It should be:

- Positive—more than just a list of responsibilities.
- Clear and concise and written in good English.
- Avoid tech speak except under the Key Skills and Technical Skills headings.
- Short, ideally no more than two A4 pages.

DO's

You should always include information about how long ago you last used each of your technical skills; the reader will be looking at how current your knowledge is.

A skills matrix can be useful for viewing this at a glance; remember hiring managers will often have to sift several CVs at haste, so make your CV clear and relevant.

The format of a technical CV should be similar to non-technical from the point of view that it should be laid out under clear headings, and be easy to read.

DONT's

Do not list every technical skill you have acquired, however impressive they are, as this will distract the reader. Refer to the job vacancy to remind yourself of the skills the employer is looking for.

Avoid colours, patterns and elaborate fonts, even if you are a graphic designer. Your CV is a business document, and your creative skills will be demonstrated in your portfolio.

FURTHERMORE

The employer will be most interested in your technical skills but remember your interpersonal skills are also important, and not just if the role for which you are applying is client-facing.

Managers want to know that you can communicate with non-technical people in the business that you can see the business objectives as a whole and your role fits in.