

CV Writing

The key to unlocking an interview

Your CV is the first and only opportunity you will have to impress a hiring manager. It is your key to getting in the door and sitting with the hiring manager for an interview.

- Ensure that your experience lines up with the job posting for which you are applying; put important technologies first, use similar action words, etc.
- Ensure that technologies and keywords in the job description are not just in your tech summary, but your experience is detailed in each position where you have used them.
- Don't worry about length! No need to be concerned if your CV is more than 2-3 pages.

Specifically, by section:

WORK EXPERIENCE:

- Briefly describe – in one sentence – what the company does and mention where you were located.
- Describe the scope of the project, and what your specific role was.
- Use active verbs to describe your day to day responsibilities: Don't use words like "responsible for"; use instead "integrated", "designed", "maintained", etc.
- Give a start date and end date for each position: month and year.
- Mention the nature of the position if you have both contracts and permanent roles mentioned in your CV.
- Integrate technologies used in the bullet points for each position/project; highlight those relevant to the position you're applying for. Don't worry about repetition.

TECHNICAL SUMMARY:

- Use bullet points to write your technical summary.
- Separate types of technology.
- Include only the technologies you have worked with – not ones you only have peripheral knowledge of.

EDUCATION

- Include name of degree, institution, year of graduation, as well as location if the school is not recognizable. Consider adding your specialization and GPA.
- If you did not graduate, indicate the number of courses completed/credits acquired, compared to the total needed, during what years. Ex. 49/60 credits, 2003-2005.

ANSWER QUESTIONS BEFORE THEY'RE ASKED:

- If you have changed your employer frequently, mention the reason you left each position.
- If you have a significant break in your CV, account for that time (sabbatical for..., extended leave to visit home country, etc).
- Avoid potentially controversial information on your CV (religious or political affiliations, etc.).
- Do not include your photo, birth date or marital status.

REMEMBER:

- ONLY 3 out of 10 candidates get shortlisted by recruiters and hiring managers.
- Ask yourself what could make you stand out from the crowd. How can you differentiate yourself?
- If applying through an agency, try to schedule a meeting in-person or by video with the recruiter to gather as much information as possible about the position and ensure you are submitting the best version of your CV for the role.

