



# ConSol

Partners

*Connecting the Next Generation*

CV GUIDE FOR TECHNOLOGY PROFESSIONALS



# STRUCTURE & CONTENT

Your CV is used to help you stand out from the crowd and to obtain you an interview either with a potential employer or a recruitment consultant. The aim is to create a positive impression for the prospective employer/consultant before you meet.

Given the number of applications that companies receive for advertisements, your CV is likely to receive no longer than three minutes of air time. It's crucial that your CV is professional, business-like and easy to read; focusing on your key achievements and career highlights.

We recommend splitting your CV into four sections: personal information, qualifications, employment history and interests.

## PERSONAL INFORMATION

- Full name
- Address
- Telephone number
- Email address
- Eligibility if applying for an overseas role
- Include language capabilities and state your proficiency

## QUALIFICATIONS

If you are educated to degree level (or further qualifications) it is only necessary to briefly list earlier academic qualifications with appropriate grades.

Any degree should have the name of the University/College from which it was gained from and the level/grade obtained.

This section should also include any professional qualifications as appropriate. Employers often look for any work related training - especially if it has led to a particular qualification.



## EMPLOYMENT HISTORY

List your employment history in reverse chronological order (starting with most recent role) and aim to include dates, size and scope of responsibilities and achievements within each position listed. Employers will be keen to see evidence that you can add value to both the job and the organisation.

- Your most recent, or present, job should take up most space
- If your organisation is not globally known, it might be appropriate to insert a brief description of the company and its primary business
- It is only necessary to put the month and year of joining and leaving any employer
- State your job title
- Group your experience according to type of work
- Use sub-headings where appropriate
- List specific responsibilities/involvement in projects
- Do not leave out any period of employment for whatever reason - ensure that your time is accountable even if you took some time out
- Do not give reasons for leaving any of the jobs on your CV – it is far better to explain your moves in person at an interview
- Do not embellish your CV or be economical with the truth – you will be found out at an interview and all your hard work to date will have gone to waste
- Salary information should be left off the CV but you should be prepared to discuss your salary at an early stage, so they know you are in the right range

## INTERESTS

If you are unsure about how an interest may be viewed then, leave it out. Be prepared to elaborate on any of your interests such as the last marathon you ran for charity, the last time you went to watch your favourite sports team or the last place that you visited while travelling.

If you have any interests that might, in any way, be controversial then leave them off the CV. This section should be no longer than three lines.

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+44(0)203 207 7999

+1 310 773 0630

+1 617 765 0980



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