

it

cv notes.



personal statement

This section should be specifically tailored to the job that you are applying for and state very clearly why you are applying for the post. Reassure the employer that you are the right candidate by giving evidence from past work experience; your examples should state how you have added value. Inject a bit of your personality into this section to avoid it becoming uninteresting, but keep it brief as the employer is more interested in your skills and prior experience.

technical skills

It may be tempting to list all of your technical wizardry here, but keep it relevant to the job role. Including a skills matrix can be a great way to show recruiters whether your skillset matches the job description.

employment history

This is your opportunity to really highlight your tasks, achievements and responsibilities at a company. An employer wants to not only know what your role involved but also how you were able to add value. Refer back to your technical skills matrix and emphasise what role they played in your previous work. It is also a good idea to provide a brief description of the company if it is not particularly well-known.

Your work history should be ordered in reverse chronological order with your most recent position first and then working backwards. Although technical skills play a vital role in IT positions, soft skills can help you to stand out. If you have experience managing others, collaborating as part of a team or delivering training, then make sure you shout about it here.

Including examples of your previous IT projects provides clear evidence that you can use your technical skills to benefit the company. Again, make them relevant to the job role and clearly state the role that you played in the project.

education

This is a way to demonstrate any additional training, courses or study that you have undertaken which is relevant to the position that you're applying for. This doesn't have to list everything but should highlight what you think are your most impressive and relevant credentials. Professional courses show that you are keen to learn new skills – something that is particularly important in the IT industry where new technologies are emerging on a daily basis.

references

Regarding your references, you don't have to include these on your CV, if you'd like to add a section at the bottom of your CV that says, 'references available upon request'. It's a good idea however to make sure your CV is no longer than two A4 sides.

contact details

Email Address:

Keep you email address simple and professional, preferably just your first and last name. Avoid nicknames or random words and numbers as it looks unprofessional.

Telephone Number:

Make sure this is an update-to-date number, preferably your mobile number rather than your house number.

Full Address and Post Code