

# CV Guide

## WHAT'S INCLUDED:

This is our Makers CV Guide and Template. We think it's a good starting point but you don't need to stick to it absolutely. If you want a one page CV you'll probably need to reformat it a little and knock out a category or two.

It's loosely based on [Jake's CV](#) which is a popular tech CV format.

## HOW TO USE IT:

- 1 Go to "File" and "Make a copy"
- 2 Change the title and edit the template accordingly
- 3 Save as PDF once finalised!

## A FEW CONSIDERATIONS

If you are less than two years out of full-time education, it will make more sense to include your education before your professional experience.

Content is Queen: Please don't spend hours worrying about the formatting of your CV. It's much more important to have great content so prioritise coding projects, MeetUps anything else that shows us you are living and breathing tech 😊.

If you find you need more help: The only CV builder I will ever recommend is [wonsulting.com](#). It's based on Jake's CV format. It's also got an AI that can improve the way you write about your work experience. The free version is limited but useful to start you off. If you pay to unlock the features you can request a refund after a week.

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## ATS Recommended Fonts

Calibri  
Helvetica  
Arial  
Times New Roman  
Cambria  
Georgia  
Verdana

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# CV TEMPLATE FOR PROFESSIONALS / CAREER CHANGERS

## YOUR NAME

07384 394 263 | emailaddress@gmail.com | www.linkedin.com/in/yourlinkedinURL | https://github.com/yourURL  
Portfolio website | your tech blog

### SUMMARY / ABOUT ME (Choose one or create your own)

- Include 3 - 4 lines here that highlight your relevant experiences, skills, and love for tech!
- You only have less than 10 seconds to make an impression and recruiters will spend the majority of that time at the top.
- Focus on technical skills and specific experience you bring from your previous career that can make you stand-out. Even better if they are relevant to the role e.g. client facing experience for a consulting role.
- This is a section you might tweak to make it suitable for each job you apply to.
- Avoid listing too many adjectives (particularly overused ones like detail-oriented, hard-working, results-oriented)
- Once you have written this, ask yourself if you or any other Maker could use this section for their own CV. If they can, you probably have been a little too general and need to add more hard skills.
- If someone were to read your skim read tech CV, what are five things you'd want them to remember? Try and include those facts in this summary.
- You don't *have* to include a summary but recruiters tell us that they read them and it's very useful contextual information about what you are making a career pivot.

### TECHNICAL EXPERIENCE

#### **Programming Languages:**

#### **Technologies:**

**Other:** Test Driven Development (TDD) etc.

- |               |  |   |
|---------------|--|---|
| <b>Makers</b> | <b>Full Stack Development Bootcamp</b> | <b>London, UK   Month.Year - Month.Year</b> |
|---------------|--|---|
- Developed full-stack web applications individually and collaboratively using diverse technologies such as JavaScript, Python, Swift, Node.js, Express.js, React.js, MongoDB, PostgreSQL, HTML and CSS.
- Practices Test-Driven Development (TDD) using Pytest, Jest, Vitest, including writing unit, integration and feature testing.
  - Built a solid foundation in Object-Oriented Programming (OOP) with Python and JavaScript.
  - Adhered to Agile methodologies, including Scrum and Kanban, and regularly engaged in team projects and pair programming for effective collaboration.
  - Make this section personalised. It shouldn't read like you've just copied and pasted a list of tech but instead give the reader a real sense of your personal achievements through the bootcamp.

*If you've had any tech work experience, freelance work can go down here, too.  
You might list any other online tech courses you've been doing here, too.*

### PROJECTS

#### **AirBNB | HTML, CSS, JavaScript, React, Node.js, Express.js, MongoDB**

**Group Project**

Full-Stack web application replicating the core functionalities of the Airbnb platform.

- Designed and implemented responsive user interfaces using React and styles-components.
- Integrated Google Maps API for displaying property locations.
- Implemented server-side logic for booking functionalities and user data.

#### **Brexit Means Breadsticks | JavaScript, HTML, CSS, Chrome APIs.**

**Solo Project**

Chrome extension to replace the word "Brexit" with "breadsticks" on all webpages.

- Implemented a content script to dynamically replace text without affecting page functionality.

- Adhered to chrome web store guidelines to package and deploy extensions.
- Link each project directly to the relevant repo in your Github page
- Bonus points if some are deployed
- Around three projects is sufficient
- Remember everyone has done AirBnB, Acebook so try when you have built more of your own projects, include those instead together with your final project.
- Keep a mix of solo projects and group projects.
- Notice that the bullet points highlight the technical features you've implemented. It's not just a description of functionality.
- Each project you link to should have a ReadMe unless it is obviously a work in progress.

## PROFESSIONAL EXPERIENCE

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### Harrods Clinique (for Estée Lauder)

Dec 2021 - Jan 2023

#### *Team Leader and Stock Coordinator*

- Managed a team of twelve staff across six locations including Harrods, John Lewis Oxford Street and Peter Jones.
- Delivered top-tier customer experiences to high-net worth clients with a customer satisfaction rate of 98%.
- Implemented advanced SQL to create a stock control system to maintain a stock accuracy of 97%.
- Aim for not more than three bullet points for each role and definitely not more than five.
- Begin each bullet point with a punchy action verb.
- Do not aim to write a summary of every responsibility you had. Instead, pick your most impressive achievements or transferable skills that will be useful for tech.
- Any example where you have made a quantifiable impact (e.g. did x to increase sales by 15%) is really effective but in reality not many of us have examples of that to give.
- Any example of using tech to automate a function at work or analyse data is effective for obvious reasons.

What if I have too many careers to list?

- You don't need to go back through your entire career history if it doesn't highlight any new skills relevant to tech.
- You could list the company and your role and omit descriptive bullet points
- Alternatively, you could direct the reader to your LinkedIn page to view your full employment history.

## EDUCATION

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### UNIVERSITY

GRADUATION YEAR

- If you don't have a degree then list your last full-time education
- You don't have to go back as far as the exams you did when you were at school, especially if you have a degree. You might choose to if you are early in your career or they are particularly relevant to tech (e.g. science A-Levels).

## ADDITIONAL

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LANGUAGES:

INTERESTS:

This section can actually be a great conversation starter in an interview, especially if you have some unusual interests or are into the kinds of activities that software engineers seem to dig (martial arts, rock climbing, gaming for example).

If you are involved in the tech community (i.e. MeetUps) you could add this here.



Below you'll find a template you can copy across to use.

# YOUR NAME

07384 394 263 | emailaddress@gmail.com | www.linkedin.com/in/yourlinkedinURL | https://github.com/yourURL  
Portfolio website | your tech blog

## SUMMARY / ABOUT ME

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Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## TECHNICAL EXPERIENCE

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**Programming Languages:**

**Technologies:**

**Other:** Test Driven Development (TDD) etc.

**Makers**      **Full Stack Development Bootcamp**

**London, UK | Month.Year - Month.Year**

Your text here

- More Text
- More Text
- More Text

## PROJECTS

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**Project Name | Languages, Technologies and Frameworks**

*Group or Solo*

What the app does

- Something you implemented
- Something else you implemented
- Another thing you implemented

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## PROFESSIONAL EXPERIENCE

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**Compay**

**Month. Year - Month - Year**

**Role**

- Punchy Action Verb + Key Achievement.
- Punchy Action Verb + Key Achievement.
- Punchy Action Verb + Key Achievement.

## EDUCATION

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**UNIVERSITY**

**GRADUATION YEAR**

**ADDITIONAL**

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LANGUAGES:

INTERESTS: