

Creating your tech CV

CVs can be difficult to write. What goes on a CV, and what a CV should look like, depend a lot on the sector you're applying to. In this handout we will give some key points to help you create your tech CV, ready to start your new career!

CV Layout - CV Page One

There are certain things every CV should contain at the top. Ensure yours has the following:

- First name and Surname
- Email address (ensure this is work appropriate)
- Contact number
- LinkedIn URL (you can tailor your LinkedIn URL to make it more attractive)
- GitHub Repo URL

Next you should have your **Personal Profile**. This should be around 150 - 250 words max. It should contain a brief summary of your skills, experience, your motivations, and your WHY. Try to hook the reader in and make them interested in you.

Include a brief **Technical Education** section. Here you should put your time at CodeClan and give a brief summary of your learning. Be sure to include the start and end dates of your course to highlight how quickly you have developed your tech skills.

Include a brief **Technical Skills** section, detailing the technical skills you have such as the programming languages you can use and database systems you are familiar with.

After this, we now want to demonstrate the best examples of what you learned at CodeClan, your **projects**. For each project you want to explain the WHAT, WHY and HOW.

Include:

- The project brief
- Timescale
- Link to project on Github
- Whether it was solo/pair/group
- Your approach
- Tools used
- Result achieved

CV Layout - CV Page Two

Your first page should be focussed on your technical education, technical skills and Projects. On your second page, we will focus more on previous employment, other education and your hobbies and interests.

Your **Employment History** section should contain information on the jobs you have held over the past ten years. For each role you want to include the job title, company, dates you worked there, 3-4 bullet points explaining your role and responsibilities which should include core skills. When including your core skills to describe previous jobs, try to match them to the core skills set out in the job advert that you're applying to.

The **Education** section should contain information on other qualifications you have. Keep this brief. Give the name of the institution, dates you studied between, and the name of the qualification.

A lot of people no longer include a **Hobbies and Interests** section on their CV, however we encourage CodeClan students to use this section as a chance for them to show more of their personality. This section should be the very last thing on your CV and should be relatively brief. Ensure your hobbies and interests are work appropriate i.e. do not put 'going to the pub'.

Add your own personal touch through the design

There are lots of good CV templates to choose from online, and doing so can add a touch of colour and creativity to your CV which might be enough to make it stand out from the crowd.

Have a look at the following to see if any templates suit. Try to choose one that is clean and uncluttered:

- [Canva](#)
- [Resume.io](#)
- [My Perfect CV](#)
- [Online CV](#)

As always, please reach out to the careers team for further support and guidance!

[Book a careers session with Paul](#)
[Book a careers session with Lee](#)