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| CV Guide |
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# Name, Position, Qualifications

Hopefully quite a straightforward part of the CV! Regardless of whether you are currently a trainee in the Academy or a consultant on-site, your title should be “Consultant”. For your degree, ensure to put the full title of the degree but omit the classification from it – if the client looking at your CV wants to know, they’ll ask!

# Profile

This section of the CV is always difficult to master as people don’t like talking about themselves. The profile of the CV is essentially a quick introduction to you; some of your defining characteristics and how you’ve displayed them, what got you into IT, etc. Don’t use this section as a way to delve deep into university modules and experience – that’s for a different section of the CV.

# Technical Skills

This should be a very quick reference to the skills and tools picked up during the academy. Within your CV, there should be different sections of tools and technologies, followed by the tools and technologies you are comfortable with. It’s important to note that each and every one of the technologies you list in this section could be asked about by potential clients, so ensure that you are fully comfortable with them!

# Project Experience

The project experience area of the CV is a chance to talk about what practical work you have done with some of the tools that you have listed in the prior section. This section can be for both individual projects or group projects and should give some kind of context as to the purpose of the project and the tools used. When working in group projects, make sure to discuss what your specific roles and responsibilities are – after all, this is your CV, not a group CV!

Don’t worry if you can’t add too much to this section initially – during your training, you’ll be able to add to this as you get into projects. You’ll be working on your individual project during your duration of training too, so you can add to it as the weeks go by. If you have a project that you’ve done outside of training – say in university or an open source project, you can add it into this section. However, make sure that it’s relevant to the IT industry and it’s a project you can discuss.

# Additional Information and Skills

This should be a very small bulleted section around any additional skills you have outside of technical skills and any other information– things like presentation skills, qualifications in health and safety, clean driving license and valid passport are all good pieces of information to add here.

# Hobbies and Interests

This is often an overlooked section, but clients look at hobbies and interests a lot when going through a CV. When listing your hobbies, make sure that you talk about what skills you achieved and how you have pursued your hobbies further. Try and limit this to no more than 2 hobbies, as talking about any more would make this section much longer than it needs to be.