



CRAFTING THE PERFECT CV FOR TECH PROFESSIONALS

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“Your CV must speak loudly and clearly of your value as a potential employee. And the value must be spoken in a few seconds, because in the business world, that’s all the attention a CV will get. The CV takes you only the first few paces towards that new job. It gets your foot in the door, and because you can’t be there to answer questions, it has to stand on its own.” – Martin Yate



What is a CV?

A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, skills, references that you have gained over the course of your life.

Who needs a CV?

- *School/college leavers*
- *Graduates*
- *Women returners*
- *Careers changers*
- *Those made redundant*

When do we need a CV?

When applying for:

- *Work placements*
- *Voluntary work*
- *Full- and part-time work*
- *Attachment*
- *Internships*

THE DISTINCTION BETWEEN A CV, RESUME AND PORTFOLIO

Curriculum Vitae

- *A Curriculum Vitae is an In- Depth document which describes the whole course of your career in full detail. It is usually two or 3 pages long but can just as well be laid out over 10+ pages, if necessary.*
- *A Curriculum Vitae, contains details about your education, professional career and other achievements.*

Resume

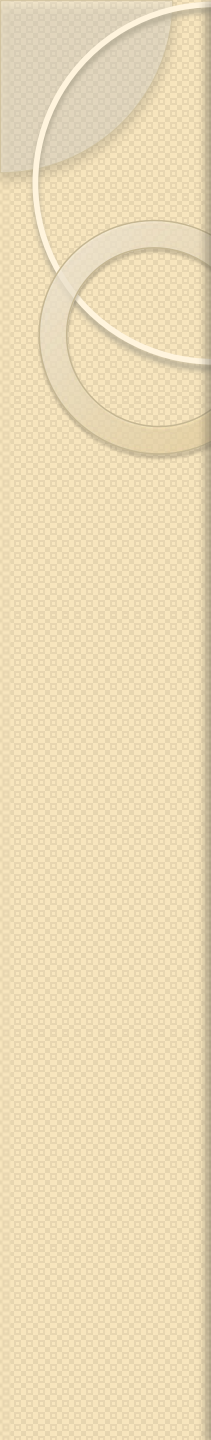
- *A resume (from French “to sum up”) is a short concise document used for job applications in the US and Canada.*
- *The purpose of a resume is to provide recruiters with a brief overview of the candidates work history.*
- *A good resume should be targeted at a specific job, and should be one page long.*

Portfolio

- *A Compilation of materials that exemplifies your skills, qualifications, education, training and experiences. It provides insights into your personality and work ethic.*
- *A portfolio should include- statement of originality, work philosophy, career goals, resume and skill areas.*
- *Portfolios are mostly used by artists, models, actors, graphic designers, web developers, teachers, programmers, animators, videographers, photographers etc.*



The Aim/Purpose of a CV



“A CV is your sales document that highlights your skills, achievements and experience in such a way that the reader is motivated to meet you.”

The purpose of a CV is to convince a prospective employer of your employability and to arrange an interview or a meeting with you.

No employer will call you and say:-

“Hi! I just had a look at your curriculum vitae and based on what I have read, you’re hired! When can you start?”

Unfortunately, it doesn’t work like that.

A CV is primarily a gateway to an interview



Building your CV: Section by Section

Whether a potential employer asks to see your curriculum vitae or resume, they're looking for one thing – a document that proves why you're the ideal candidate to invest their time and money in. Essentially it's a sales brochure, pinpointing the interesting unique selling points that make you stand out from the crowd.

Your CV should cover these elements:

- **Heading**

Use your full name as your heading to avoid the cliché of using 'Curriculum Vitae' on your CV, as your heading. This will make the reader attracted to read it as he/she already knows that it is a CV.

- **Objective or Summary Statement**

Your objective or summary statement is the first thing a potential employer will read, so it's important to make a good impression. Your objective statement should be a brief introduction that summarizes your experience, skills, and career goals. This statement should be tailored to the specific job you are applying for and should highlight the value you can bring to the company.

- ***Education & Professional Qualifications***

In the education section, write down your qualifications, from the most recent one.

- ***Employment & Work History***

In this section, list down your employment history, again starting from the most recent. List all the duties that are relevant to the particular job you are applying for. Make sure that you list the most recent positions if you have held several jobs.

- ***Emphasize Technical Skills***

As an IT professional, your technical skills are essential to showcase on your CV. List any programming languages, operating systems, software, or hardware that you are proficient in. If you have experience with a specific technology that is relevant to the job, emphasize it in your CV.

- ***Show Your Adaptability***

The IT industry is constantly changing, and employers are looking for candidates who can adapt to new technologies and processes. Use your CV to demonstrate your ability to learn new skills and technologies quickly. Highlight any training or certifications you have received, as well as any experience you have working in different IT environments.

- ***Highlight Achievements***

Employers are interested in candidates who have a proven track record of success. Use your CV to highlight specific achievements, such as successful projects or solutions you have implemented. This will give potential employers a clear understanding of the value you can bring to their organization.

- ***Contacts***

Include your contact details so that the recruiter can contact you easily. Your email address and telephone number.

- ***Hobbies, Interests & Personal Information***

You can include your hobbies, (make sure that they aren't absurd) and your volunteer work.

- ***References / Referee Section***

In this section, list down your referees, they can be your lecturers, past employers, supervisors etc.

Make sure that the people listed on your CV are aware that you have used their details on it.

Also, don't use your family members and friends on your CV.



TAILORING YOUR CV FOR EACH JOB

When applying for a job, it's important to tailor your CV to the specific job posting. Here are some tips for doing so:

- ***Read the Job Posting Carefully***

Take the time to carefully read the job posting and make note of the skills, experience, and qualifications that the employer is looking for. Pay attention to the language used in the posting and use similar language in your CV to show that you understand the requirements of the job.

- ***Highlight Relevant Experience***

When tailoring your CV, emphasize the experience that is most relevant to the job you are applying for, while emphasizing certain accomplishments.

- ***Use Keywords***

Many employers use applicant tracking systems (ATS) to screen resumes. These systems scan CVs for specific keywords related to the job posting. To increase your chances of getting past the initial screening, use relevant keywords throughout your CV. Be sure to use them in context and avoid keyword stuffing.

- ***Address Specific Requirements***

If the job posting includes specific requirements, such as certifications or degrees, be sure to address them in your CV.

- ***Customize Your Objective Statement***

Customize your objective statement to align with the job you are applying for. Use similar language and highlight your relevant skills and experience.

- ***Keep it Professional***

While it's important to tailor your CV to the job posting, be sure to keep it professional and concise. Stick to the most important information and keep your CV focused on your skills, experience, and achievements.



DETAILS TO LEAVE OUT OF YOUR CV

- *ID number/Passport Details*
- *Marital status*
- *Birthdate/Age*
- *Height, weight, hair color, or other personal attributes*
- *Number of children*
- *Photo*



POTENTIAL OBSTACLES

There are many reasons why your CV may not lead to an interview/ meeting. These include:

- *The CV was never read by the intended person.*
- *The CV was too long and boring and therefore was not read.*
- *The CV was irrelevant to the reader's needs.*
- *The CV included spelling mistakes*
- *The CV was difficult to follow because of poor layout and the reader lost interest.*
- *Your CV arrived too late to be considered.*



Aesthetics and Presentation

- *Keep the margins at approximately 2.5 cm and ensure appropriate spacing*
- *Keep the same size of text and font on each page. Times New Roman or Arial are most commonly used.*
- *It is important that your CV is computer written to ensure neatness throughout the document.*
- *Keep the use of tables and other formatting styles to a minimum as it may prove difficult for recruiters to upload*
- *Use the same bullet points through out the CV*
- *Proof read the content and ensure no spelling mistakes are evident*
- *If you are required to print off your CV to take to an interview, make sure you print on high quality paper*



Common Mistakes in CV Writing

- 1. Not tailoring your CV for target employers*
- 2. A ridiculous email address*
- 3. Big chunks of text*
- 4. Reasons for leaving*
- 5. Salary requirements/details*
- 6. Ordering roles incorrectly*
- 7. Poor file naming*



The Cover Letter

- *A cover letter is a document sent with your CV to provide additional information on your skills and experience.*
- *The letter provides detailed information on why you are qualified for the job you are applying for.*

Applicant Tracking System

What is an ATS?

- *An ATS is a computer software program that manages the hiring process..*
- *Hiring managers can then screen candidates using the ATS, as well as track their progress through the hiring process.*
- *The ATS Stores job candidate information like CV's, cover letters, references, and other data and Automates time-consuming tasks such as manually screening applicants, reading resumes, scheduling interviews, and sending out notifications.*

How an ATS works

- 1. A job requisition enters into the ATS. This requisition includes information about the position, such as the job title, desired skills, and required experience.*
- 2. The ATS then uses this information to create a profile for the ideal candidate.*
- 3. As applicants submit their resumes, the ATS parses, sorts, and ranks them based on how well they match the profile.*
- 4. Hiring managers then quickly identify the most qualified candidates and move them forward in the hiring process.*

Key features of an applicant tracking system

Some other key features of ATS from resumes, such as contact information, work history software include:

- *CV parsing*
- *Advanced search*
- *Candidate sourcing*
- *Advanced analytics and reporting*
- *Ability to schedule interviews*

Why employers use applicant tracking systems

The top ATS feature many benefits, including:

- *Easier communication among hiring managers*
- *Faster applicant screening*
- *Reduced time spent on repetitive tasks*
- *Better overview of applications*
- *Easy job posting*
- *Improved cost per hire*
- *Improved quality of hire*

How to Optimize your CV to “beat” the Applicant Tracking System

Carefully tailor your CV to the job description every single time you apply.

- *Optimize for ATS search and ranking algorithms by matching your CV keywords to the job description.*
- *Use both the long-form and acronym version of keywords (e.g. “Master of Business Administration (MBA)” or “Search Engine Optimization (SEO)”) for maximum searchability.*
- *Don’t use tables or Columns as they often cause major parsing errors.*
- *Use a traditional CV font .*
- *Don’t use headers or footers as the information might get lost or cause a parsing error.*
- *Use standard section headings like “Work Experience” rather than being cute or clever (“Where I’ve Been”).*
- *Save your file as a .docx if possible.*

Any Questions?

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THANK YOU
ALL THE BEST!