CV Update Kit

Guidelines

WHEN do I update my CV? Update your CV six weeks prior to rolling off from your current project. It is also good to continually update your CV; e.g. every time you learn a new skill, receive an upgrade in proficiency and/or get promoted.

WHO should review my CV? Have your updates reviewed by your current Supervisor prior to roll-off. This will ensure accuracy of the update and keep you from missing important details. Upon taking on a new project, have your new Supervisor check your CV for completion.

WHAT should be updated? Updates to your CV should include the latest information about your professional experience, role and skills. It should list your previous work/job experience and your proficiency level with each skill.

WHY should I update my CV regularly? CVs provide the information that projects need in their search for resources to fill open roles. A high quality and updated CV increases your chances of deployment to roles that match your skills set. This in turn gives you the opportunity to increase your proficiency levels and advance your career. A poor CV is one main reason why resources are not readily deployed.

HOW do I know if my CV is of good quality? A good CV should be easy to read but also accurately reflect your capabilities, skills and talents. It should capture the reviewer's attention within the first few seconds. A good CV should typically not be older than a year—depending on how often you move to different roles. In short, a good CV should answer the question, "Why should the project take you and not another resource?"

Reminders:
➢ It is your responsibility to maintain an updated CV in myScheduling
➢ It is best to edit your CV to match what a prospective client needs. Highlight skills you know would be needed in the project. Avoid submitting generic CVs.

Profile Summary

The Profile Summary serves as your introduction and should contain a brief description of your current role and relevant skills. This is your chance to catch the reader's attention. It will determine if the reader will continue and go through the rest of your CV.

Dos
➢ Indicate your current level, the roles that you are currently performing; e.g. functional/technical designer, developer, tester, etc.
➢ Indicate your current project and specify the type of work you are doing; e.g. application development/application management/maintenance, etc.
➢ Include other relevant skills, proficiencies and abilities; e.g. expertise in a specific framework, working knowledge/fluency in different languages, etc.
➢ Always use present tense to state facts. Use the past tense to bring up relevant prior experience. Remember to be consistent and use the same grammatical style throughout.
➢ Keep it short and concise without leaving out important details. Remember you need to catch the reviewer's attention in a short space of time.
➢ Sell yourself! Now is not the time to be shy about your talents and accomplishments.

Don'ts
➢ Do not use the first person 'I', or any pronouns.

Sample Profile Summary
> *Mr. XYZ is a manager in Accenture's GACT EMEA Business Intelligence practice, at their European headquarters in Sophia Antipolis, France.*
> *He has extensive experience in data warehousing, eCommerce data architectures, data modeling, reporting solutions and integration of multivendor environments using ETL/EAI technologies.*
> *He speaks fluent English and has a working knowledge of Spanish, Italian and French.*

Job Experience

Your Job Experience will give the CV reviewer a better idea of your qualification for the role they are looking to fill. An accurate listing of previous relevant experience can give you an edge over others.

Dos
➢ Start with your most recent job experience and work backwards.
➢ Use one sentence to generically describe your client— without giving away the client's identity. For example, you can state that the client is a leading international retailer.
➢ Describe in one sentence what the project was all about. Identify why the client brought Accenture on the project. *Tip: Project description may be obtained from the project plan document.*
➢ Describe in a few paragraphs your specific role and the associated deliverables. State your responsibilities, the tasks you completed and the deliverables you met.
➢ Make sure you highlight any leadership/management roles you were in (including supervising client or contractor personnel).
➢ Use past tense for previous role description and present tense for current role description. Use the present tense for project description.

Don'ts
➢ Do not use general words. Tasks must be specifically explained.
➢ Do not evaluate yourself ("Mr. XYZ did an outstanding job …"). This is a CV, not an evaluation.

Sample Job Description
> *Accenture – SME Services – Mobilization Lead*
> *Led PMO mobilization for new projects – recommended and assisted projects in setting up appropriate project management tools.*
> *Established PMO requirements and prepared handover to the project support team.*
> *Conducted several training sessions with onshore resources on the new time-tracking tool.*
> *Implemented MSP to a Resources client for the financial aspect of the business. Integrated MSP with the project's financial process, helping Accenture bill the client in a timely manner.*

Skills Inventory

A precise accounting of your skills and proficiency levels gives the CV reviewer a better idea of your qualification for their open role. It also ensures that you are not passed over for roles and tasks that you are highly qualified for. A poorly updated Skills Inventory may lead to missed opportunities.

Dos
➢ Be factual.
➢ Use CAMs as a basis for your skills and proficiency.
➢ Reach out to your Capability Lead or Supervisor if you are unsure about your skills and proficiency level.
➢ Use industry standard abbreviations and observe proper spacing.

Don'ts
➢ Do not exaggerate nor short-sell your skills.

Sample Skill Listing

Skill	Proficiency	Yrs of Exp	Last Year Used
Database Management	P3 - Advanced	5 years	2012
Functional Testing	P3 - Advanced	4 years	2012
Microsoft-SQL Server	P3 - Advanced	3 years	2012
Quality Assurance	P3 - Advanced	4 years	2012
Technical Test Planning-Preparation-Execution - Performance Testing	P3 - Advanced	2 years	2012
Test Data Management	P3 - Advanced	4 years	2012
Cognos	P2 - Proficient	1 year	2012
DW-BI-Database-Testing-SQL	P2 - Proficient	1 year	2012
Test Management	P2 - Proficient	3 years	2012