1. Writing: How to write a CV

<u>Lengua Extranjera profesional: Inglés 2</u> ➤ 1. Writing: How to write a CV



How to write a CV



- 1. Begin with a strong opening statement that summarizes your experience and skills. Make sure to highlight any areas of expertise, such as programming languages, development methodologies, or industry experience.
- 2. List your professional experience, starting with the most recent position first. For each position, provide a brief description of your responsibilities and accomplishments, including any specific programming languages, tools, or platforms you worked with.
- 3. Include a section on your technical skills, listing any programming languages, databases, operating systems, or other tools you have experience with. Be sure to include any certifications or training programs you have completed.
- 4. If you have worked on any notable projects, include a section on your portfolio or projects. Be sure to provide a brief description of each project, your role in the project, and any notable achievements or outcomes.
- 5. Provide education and training details, including any relevant degrees, certifications, or training programs. Be sure to include the name of the institution, the dates of attendance, and any awards or honors you received.
- 6. End with a brief summary of your strengths and experience, emphasizing your value proposition as a programmer. Make sure to include any relevant keywords or phrases that recruiters or hiring managers may be searching for.
- 7. Double-check your CV for any errors or inconsistencies, and ensure that the formatting is clear and professional. If possible, have a trusted colleague or mentor review your CV for feedback and suggestions.

Remember, a strong CV is essential for landing a job as a computer software programmer. Make sure to highlight your technical skills and experience, as well as your ability to work collaboratively and problem-solve effectively. Good luck!