

Top tips for IT CVs

Having a good CV is paramount throughout your career. As your first point of contact with any potential employer, it acts as the defining piece of material that will decide whether you move into the interview stage or get passed over.

While requirements for CVs differ by industry, these are BBD's tips for making your technical CV stand out:

1. Start with your details

The first part of your CV should contain your name and contact details such as your cellphone number, email address and location.

2. Tell us about yourself

Potentially the most important section of a CV, your personal profile section is a paragraph summarising what you're about and what skills you have to offer.

Use this space to emphasise your main specialisations. Avoid flooding your CV with technical jargon and aim to find the balance between your technical skills and other accompanying skills that make you good at your job. This includes wider interpersonal skills and abilities in leadership, collaboration and communication. Remember, companies also consider how well people will fit into their unique culture, whether they'll be able to convey technical concepts and if they'll be able to work within or lead a team. If you're unsure of how to achieve this, including two or three big achievements instead can give an employer an idea of what you're good at.

3. Include a section on your technical skills

Since your specialty is with technology, it's important that it gets its own spotlight on your CV. Here, you should make sure to include all your technical skills as well as the methodologies and frameworks you use. You should also include the years of experience you have working with them and your level of proficiency, which can be done on a scale of 0-5 to give a clear and easy view of your skills.

4. Include your education and qualifications

In this section, you should include all of your courses, qualifications, degrees and technical certifications, making sure to indicate the name of the institutions and the years you were there.

5. Share your employment history

Your employment history section is a list of everywhere you've worked, displayed in reverse chronological order (so that your most recent experience appears first). Here, you should look to include all work experience including permanent positions, internships, contract and part-time work, stating for each, the name of the employer, your job title, the dates you worked in the position and your key responsibilities in the role, as well as how you've applied some of your key technical skills on projects!

6. Be mindful of length

Overall, your CV should show who you are and what you've done in a succinct manner. Try not to ramble on, and aim to keep your CV between two to three pages long. A good way to ensure this is by avoiding long, wordy paragraphs and rather using short and sharp bullet points.