

|  |
| --- |
| **Best Tips** |
| **Make sure your CV is the best in the POND; let your skills really shine through!**  **Let’s get started in creating your Winning CV...**  **What do we need to see on your CV?** Start with a detailed job description for each of the jobs that you have had – with special emphasis on your current role. Important things to include in the descriptions are:   * The job title of the person you report to. * A list of the job titles that report to you. * A list of ALL of your day-to-day tasks. * A full description of each of the projects that you are, or have been, involved in. Remember to include things like the project name, aim, your specific role and the outcome of the project. * A list of the technology that you use. * A list of any special achievements you’ve had on the job. * **Importantly** – Your reasons for leaving your past jobs – this is one of the KEY deciding factors when clients shortlist candidates for interviews |
| ***To get this right, sit down and start with a list of what you are directly responsible for completing, achieving, developing, supporting or maintaining in a standard eight hour day (or 18-hour day) and then add in your weekly, monthly, quarterly or annual responsibilities.***  Then write down – in point form - what projects (practical projects for Graduates) you’ve been involved in. Remember to include:   * **Project Description:** What was the purpose of the project? What was it called? * **Resources:** How many people were assigned to the project? What were their individual roles? Who did you report to? * **Technologies:** What technologies were utilized? (i.e. C# on SQL Server 2005 and Visual Studio 2008) * **Responsibilities**: What were your direct responsibilities within the team? * **Outcome**: How long did the project take to complete? Did it meet deadlines and expectations?   ***Putting together a proper job description for each of your current and previous roles will go a long way towards creating a CV that will stand out from the pack – this will make it easier for Recruiters to identify you as a potential match for the job!*** | |