

Creating a Standout CV: A Guide for Technology Professionals

In the rapidly evolving field of technology, having a well-crafted CV is crucial. It can be the difference between landing your dream job or being lost in the pack. Here are some tips to help you create a CV that stands out:

1. Personal information – At the application stage of recruitment information, we recommend you include is: Full Name, contact email, contact phone no, current location (Town/City and Country) and a work based social media link i.e. LinkedIn. Later in the process an employer may require more detail for background checks or Visa checks which would be requested in line with your recruiters or the employer's privacy notice.
2. A professional summary at the beginning of your CV can provide a quick overview of your skills and experiences. This can be particularly useful for recruiters who are quickly scanning through many CVs.
3. Your technical skills are your biggest asset. List them prominently. Include programming languages, networks, applications and products you're familiar with. Be specific use keywords (reflected in the job description) and mention your proficiency level.
4. Detail your work experience in reverse chronological order. For each role, include the company name, your title, the dates you worked there, and bullet points highlighting your responsibilities and achievements. Use action verbs and quantify your achievements where possible.
5. If you have any certifications relevant to the job you're applying for, be sure to include them. This could be anything from a certification in a specific programming language to project management certifications like PMP.
6. **Really important - One size does not fit all. Always tailor your resume to match the job description.** Highlight the skills and experiences that are most relevant to the position you're applying for.
7. Aim for a maximum of two pages. Hiring managers often skim CVs, so make sure your most important information is easy to find. Use bullet points and short paragraphs to keep your content concise and readable.
8. Typos and grammatical errors can make a bad impression. Proofread your CV multiple times and consider having a friend or mentor review it as well (we are happy to help you with this)
9. Whenever possible, provide examples or brief case studies that demonstrate your skills. Instead of just stating that you have a skill, show how you've used that skill in a practical setting.



Remember, your resume is often the first impression a potential employer will have of you. Make it count!

Here are some resources where you can find the best CV templates:

1. [ResumeGenius](#): Offers over 550+ free CV templates that you can download directly to Word or open in Google Docs. They also provide a copy-paste template and show you how to fill out your own resume template with an instructional video.
2. [Canva](#): Provides free printable CV templates that you can customise. They offer a variety of styles and themes, from simple and clean to professional and modern.

If you are updating your CV for a Technology Recruitment Group role and would like us to check it for you or some advice before sending it to the client. Please ask as we are more than happy to help! info@thetechrg.com