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. **Really important - One size does not fit all. Always tailor your CV/resume to match the job description**. Highlight the skills and experiences that are most relevant to the position you're applying for (reflect the keywords used in the job description).

2. **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** and mention your proficiency level.

3. A professional summary at the beginning of your resume can provide a quick overview of your skills and experiences. This can be particularly useful for recruiters who are quickly scanning through many CVs.

4. Detail your work experience starting with most recent. 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. 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.

6. 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.

7. 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.

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 can help too – details below)

9. AI is a helpful tool when writing your CV/resume, however we would always suggest you write your CV yourself first then by all means run it through AI for improvements and tips. It needs to be your voice that comes through – AI created CVs are very obvious to recruiters and hiring managers who view hundreds of CV's daily.

The Technology Recruitment Group

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