

Sinzala

– CV Writing Tips

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General Outline of CV

NOTE: The following are suggestions not standard requirements. The choice must be yours regarding the style, format and text content.

- 1 Maximum three pages – However, two pages recommendable.
- 2 First page format: Name, Location, Contact Tel details, Personal Profile and Key Skills
- 3 Second/third page format: Experience, Qualifications, Professional Interests & other interests
- 4 Personal Profile should summarise your professional ability – examples are listed below for your consideration. You may wish to ‘tailor’ your personal profile to fit a specific job vacancy. Remember: a prospective employer will see the opening paragraph on your CV first so it is very important to capture and summarise the correct information about yourself
- 5 Contact Details – it is not necessary to detail you home address, age, nationality, marital status or number of dependents onto your CV unless you wish to do so. Your covering letter will detail your home address in any case. Consider what relevance your age, religion, nationality etc has to the job specification and concentrate on your skill set, academic level and experience which are the key elements of your CV. Some agencies or on-line recruitment companies may require your personal details to be added to your CV.
- 6 Key Skills – always a good idea to detail a relevant bullet points of key skills on the front page – try to tailor this to the job vacancy you are considering if you can
- 7 Experience – if you are a graduate or have less than three years working experience within your discipline you should consider adding your Qualifications before Experience. If, however, you have more than three years working experience then it is suggested that your Experience is detailed before your Qualifications
- 8 Professional Interests/Other Awards/Other Interests – detailed at the end of your CV
- 9 References – you do not necessarily need to add the names of two referees onto your CV. You may add wording such as ‘References available upon request’ which is acceptable

Suggestions of text you may wish to use for your CV

Personal Profile Example 1

A professionally qualified Chartered Engineer experienced within the design and development of a wide range of high profile and valued projects. A recognized senior level of competence and expertise through commitment to professional development, project and planning management, health and safety and environmental compliance. Excellent analytical, design and problem solving skills enabling team work effectively.

Committed to achieving results with dedicated time management, innovation, creativity, leadership and the ability to meet challenging targets to provide a standard of excellence through best practice.

Personal Profile Example 2

A professionally qualified and recognised Chartered Engineer and Technical Director responsible for several sites and the management of development teams working on hardware, embedded software and PC applications to support technical authoring, test, MS Windows development, embedded firmware and hardware development. Budget responsibility - “[Put estimation here]”

Enhanced proven technical ability and competence at senior level managing the full range of high profile project life cycles with innovative, creativity and leadership skills. Personal ability to achieve results through strategic delivery, business planning, forecasting, implementation and identification of new business opportunities utilising new technologies.

Dedicated to professional development with a passion for business growth and promotion of younger engineers within a variety of disciplines. Supportive and advanced management skills for staff at all levels with a personal commitment to best practice achieved through consistent procedures and a standard of excellence.

Personal Profile Example 3

A professionally qualified senior engineer with over 20 years of industrial and research experience, the technical focus of which has been embedded control of power electronic systems used in electric traction applications. A recognised senior level of competence and expertise across a wide range of disciplines including organisational and line management, professional development, project and planning management, corporate strategic planning, health and safety and environmental compliance.

Committed to achieving results with dedicated time management, creativity, leadership and the ability to meet challenging targets to provide a standard of excellence through best practice. Experienced within the Rail and Automotive industry sectors. Enhanced negotiative contract (national and international) skill for development of new and existing business. Responsible for a EUR16M project to develop a series hybrid driveline to production intent level.

Personal Profile Example 4

A professionally qualified software engineer with a wide range of experience in GSM and 3G within the telecommunications sector. Excellent analytical, innovative, creative, design and problem solving skills for long standing technical issues. Highly motivated and enthusiastic with expertise in electronics, software and mechanical techniques.

Committed to achieving results with dedicated time management, professional development, leadership and the ability to meet challenging targets to provide a standard of excellence through best practice.

Personal Profile Example 5

A professionally qualified Engineer with over 15 years of experience in design, development and construction of Water & Wastewater Treatment Works. Successfully completed over 50 schemes with responsibility for budgets up to “[Put estimation here]”

Experienced in working as part of a team and on own initiative with the ability to work well under pressure, consistently meet strict deadlines with a personal commitment to provide a high standard of excellence through best practice.

Key Skills Example 1

- Recognised level of expertise and competence as a Chartered Engineer
- Advanced Project and People management skills for technical staff at all levels
- Hands on development with Microsoft C#, Visual C++, Visual Basic, UML, ADO, ATL, COM+, SQL Server 2000, Windows .Net & DNA architectures, CE.Net, backed up by a Microsoft Certified Solution Developer (MCSD) certification
- Professional Marketeer (Postgraduate Diploma Marketing)
- Global market awareness of current and future technical trends in electronics and IT systems development
- Hands on development of embedded digital electronics (8, 16, and 32 bit) and embedded C

Key Skills Example 2

- Recognised level of expertise as a Chartered Engineer with the Engineering Council standards and BSc(Hons) 1st Class degree
- Operational product qualification and analysis, fault diagnostic competence at senior level
- Risk assessment and management of equipment to military and eurofighter standards
- Senior competence level regarding Safety Critical Systems, reliability and testing
- Innovative, technical and creative author for new product design
- Advanced level of software knowledge relevant to analysis and design applications

Key Skills Example 3

- Providing consultation to customers on technical issues
- Specifying systems for optimum performance and cost
- Identifying opportunities for product evolution
- Devising technical specifications to meet product requirements
- Maintaining close and regular communication with clients

Key Skills Example 4

- Recognised level of expertise and competence as a Chartered Engineer.
- Confident and effective communicator with all stakeholders of a business, identifying key issues and exceeding customer expectations
- Communicating effectively at all levels with the team, Clients and Contractors.
- Project and People Management of technical staff at all levels and sub-Contractors.
- Experienced in design from concept to completion of treatment Works.
- Experienced in all aspects of LV and control system design
- Fluent in the Chinese dialect Cantonese and Hak Ka.
- Computing: Microsoft Office (Word, Excel and Outlook), Lotus Notes and Amtech.