



STEP BY STEP GUIDE TO WRITING A CV

INFORMATION

- Print Your Name.
- Print the Position you are applying for.
- Print Your Nationality.
- Print Your Date Of Birth.
- Print Your Most Relevant Qualification.

WORK EXPERIENCE

Overview: Write a paragraph, as a synopsis of your Work Experience, Detailing the total number of years worked, the number of years relevant experience to the position you are applying for and a brief account of the achievements during your career. As an Example, your Overview may read similar to:

"A Chartered Accountant with a blue chip background and training , with experience totaling 29 years. I built up and successfully ran my own business for almost ten years. For the past nine years I have principally been involved in the development and implementation of financial and business strategies and systems during periods of change. This has required working closely within the senior management team of the organization to develop and implement the operational plans."

Experience: Detail the exact period of your employment, followed by the Company Name and the position held. As an Example, you may write:

"December 1995 To June 1998

ABC Ltd., United Kingdom

Planning Engineer."

Write a paragraph on the company's activities, the projects they are involved in, in which countries they operate, the projects you have worked for them on and the cost of these projects. As an Example, you may write:

"M/S. ABC Ltd. is a British Company with a international reputation in the construction of refineries world wide. The current project is a 'Lube Oil Refineries' Project called Luberef-11 where the refinery, being constructed in Yang, is primarily for Lube oil export under stringent surveillance of APOLCO and MERIT standards.

I joined M/S ABC Ltd. in December 1995, who operate as the main contractor for APOLCO. In their capacity as main contractor, they sub-contract the services of M/S DEF & M/s. XYZ for specialist work within the project. My role is to coordinate between the company, it's client and the sub-contractors on a daily basis."

Responsibilities: Write a detailed account of your responsibilities in the position, including your day to day activities, who you report to, who reports to you, administration required by you, how who communicate to your superiors (by reports, presentations or meetings), how you control your subordinates etc.

"As the senior financial manager of the companies, I reported to the Managing Director/General Manager and was responsible for all areas of financial management and administration.

Particular, responsibility for reviewing group profitability, establishing budgetary control system, monitoring and controlling long term engineering and construction contracts and reviewing staffing and general levels



of cost to sharpen up Group following floatation. Group has achieved significant improvement in profits from tighter management controls over sales staff and refocusing its activities on "Core Businesses" and reductions in both staff and general levels of cost.

Group turnover is US\$60M and 2,500 employees. It is involved in both contracting and trading within the Gulf area.

My experience covers a wide range of industry sectors both in the United Kingdom and overseas including Shipping, Shipbuilding, and General Trading, Contracting and Construction and Health Care. Financial reporting experience has been gained under both the UK and USA accounting standards."

Specific Experience: Write a detailed account of any specific equipment, procedures, or duties that you performed in the position, which would be relevant to the position you are applying for, including your exposure to ISO compliance.

"Structural equipment including pipe racks, structural bridges, walkways, equipment platforms and ladders, pipe stanchions, structures for warehouse & workshop buildings, cage structure of substations, access platforms etc.

I was responsible for 1400 Personnel throughout the entire project. The Steel structure alone totalled 10780 MT., inclusive of prefabricated structures which were supplied by various vendors of the Kingdom. Procedure approval & ITP (Inspection and Test Plan). The Procedure and ITP are the primary documents by which the entire activities are controlled. Responsible for checking and formulating the ITP and the Procedure for each category after incorporating the correction if any, that are to be followed after approval from the client.

Receipt and Acceptance of Steel Structural, Static and Rotating equipment, include Fabrication of Steel Structural, Erection of Structures, Static Equipment and Rotating equipment, Alignment of structures & Equipment, Grouting of structures & Equipment and Erection of Boilers.

Also responsible for monitoring all safety precautions, qualification and productivity of welders, evaluation of productivity and maintenance of it's records. Requalification and retraining of current welders according to WPS. Maintenance of Performance Qualification Record and monitoring of adherence to ASME, AWS and ISO standards."

Use the above format to detail all of your relevant experience, working back in chronological order.

ADDITIONAL INFORMATION

- Detail any Training courses that you have attended.
- Detail your Computer Skills, including software.
- Detail your Language Skills.
- Detail any Membership you have to relevant organisations.
- Detail any relevant information, such as a Driving License.



EXECUTIVE BRIEF

A detailed CV is an important tool in generating interest for your services to a potential employer, however the following will dramatically improve your chances of success.

A potential employer, will be reviewing CV's most of their working day, to identify CV's that match the job description. It is therefore very important that you submit an application that stands out from the rest. The reviewer will be very impressed with an application that has already identified the key points of the job description, and given examples of how they match this requirement. This is known as an executive brief.

As an example, your Executive Brief may read as follows:

Executive Brief

Dear Sir / Madam

I have detailed my relevant qualifications, work experience, and personal information in my Curriculum Vitae, however to assist you in identifying my compatibility to your job description, I have taken the time to list your specific requirements and my applicable skills in those areas.

Your Requirement

1. Minimum 5 years experience in Project
2. Approval of designs for minor mechanical jobs.
3. Prioritisation and planning of jobs.
4. Monitoring and reporting of progress.

My Applicable Skills

1. Total of 16 years experience, including 8 years in present job as Project Engineer.
2. ABC Ltd. (1985-1988). Review of designs as part of a design team, P&ID diagrams.
3. XYZ Ltd. (1988-1990). Design, estimation, planning and inspection departments mainly for fabricated equipment like shell and tube heat exchangers, pressure vessels, columns, storage tanks etc.
4. AAA Ltd. (1990-1998). Monitoring productivity and safety progress. Facilitating progress meetings, reporting using bar charts etc.

I trust the above information assists you in making an informed decision and I look forward to hearing from you.

Yours faithfully

If you are applying for a specific job, it is very important that you find out the job description, from the potential employer. Firstly the information you receive will enable you to complete the executive brief. Secondly, it is important that you are seen to be enthusiastic and willing to find out details about the position.



TIPS ON PREPARING A TECHNICAL CV

To understand how you need to prepare your Technical CV in today's market, it will help if we can give an overview on the type of recruitment processes that the CV will go through when it goes into a Personnel Department / or a recruitment selection process.

Information technology advancements have made getting your CV noticed much more difficult. No longer, does our CV get sent to the desk of a sympathetic Personnel Manager who will review the CV's individually. Instead CVs are sent, controlled, reviewed and short listed by Computer software, which will identify suitability of candidates based on key criteria and specific words, that have been identified as important for the position.

The following will give you a guideline on the type of information you'll need to cover within your CV to ensure that your CV is selected by the various computer applications that are available. Although different software works in different ways, the same principles apply.

Your CV will be categorised according to the information, which the personnel department see as key fields. These would obviously include Full name, Date Of Birth, discipline etc. but could also include more specific criteria such as nationality academic qualifications etc. This is not any different from the traditional styles of reviewing CVs it has simply made the process automated and time efficient. However the success of your application will depend on the following:

KEYWORD SEARCH

All computerised recruitment software will use keyword searches to find which CVs will be reviewed and will priorities the suitability of each CV. Different technologies are available and can include artificial intelligence when reading a job description, a couple of key words to shortlist the suitable CVs, or a thesaurus type string which will use a table of similar words and phrases. However, there is only one way that we can be certain your CV will be selected in whichever system. This is to make sure that your technical information and experience is detailed.

The information required in these type of keyword searches is usually specific equipment that you have worked on, specific countries you have worked in, and specific internationally recognized standards, boards, companies etc. It should also include industry standard key words such as a certain position that you have worked as.

For example, if your Job Title was "IT Manager", and the industry standard for this position is "IT Development Leader". You may want to phrase your narrative as:

"Worked in the capacity of IT development leader..."

Although most software and personnel departments would allow for a variance within the text of the CV. This issue should be addressed as both the software and the policies used by the selection panels are not fool proof.

A good way to ensure your CV has the largest success whilst it is being processed by these recruitment systems is to list the equipment used in the each position after your narrative for that position. As an example your CV may read something like the following:



The **Heston** Group

March 1998 to Present

ABC company

Instrument Engineer

Working as an instrument engineer, reporting to the general superintendent Instrument Engineering.

Responsibilities included:

Specific equipment used: Honeywell TDC 3000, PLC, SCADA,

Specific standards used: ISO 9001

FORMAT OF THE CV

The format of the CV becomes an even more important item and it is essential that your CV is formatted in a way that the computer can read it as opposed to making it "look nice". It has been shown in recent studies that CVs that have been prepared in table formats with brief overview of each position, have been much less successful than detailed block format CVs with a good narrative and details of specific equipment and experience.

This obviously relates to the above and identifies the need to ensure that your CV is prepared in line with the requirements of the recruitment systems as opposed to some person who may read it.

Additionally, it is important to note that all CV's will be processed into electronic format, including CV's that are sent as hard copies. This means that your CV should be prepared to ensure that when your hard copy is OCR'd (Optical Character recognition) it should be kept in the same format as you intended. Although OCR technology is improving it is better to keep the format of your CV as conventional as possible (ie. Block format).

Remember: If you have done it - Write it.

As you never know what a potential employer may be looking for in the ideal candidate.

By using these tips as well as the other tips in this section, as a guideline for creating your new CV you should see an improvement in the response from your CV.

Good Luck!