

Web Developer



CAREER COACHING
TO MAKE YOUR MARK

“I graduated in Information Management and I wanted to kick-start my career in ICT. At university I had wanted to concentrate on my degree and grades before I thought about jobs, so I didn’t think about going to the careers department. But now I needed to create a new CV, as my old one was very generic and poorly laid out.

We started by having a chat on the phone about what I wanted to do. I knew I wanted to go into the IT sector, but I wasn’t really sure of the particular role.

The first task you set me was to have a look at the possible IT roles that would relate to my degree. I brainstormed the IT sector and researched all sorts of different jobs and roles and extracted information on each one. Then I narrowed it down to web development.

The next stage was to research further into that role and to identify the key skills, knowledge and qualities that would be required for the role i.e. the perfect candidate.

After that I set out a table containing the desirable skills, knowledge and qualities, and related them back to my experience. We used my experiences, jobs and other related events to create two or three short stories to match each skill. We looked at how to structure the story, using the past tense. The sentences had to be short and punchy. They had to be quantitative, qualitative and preferably ending with a benefit.

Then we improved the CV layout. It now shows key skills on one side, matched against the relevant achievements and experiences on the other. The stories are bullet pointed and nice and neat. The CV really stands out and it’s easy to read.

The feedback I’ve had is very good. I sent it to an IT recruitment company, where it was used by a senior manager as a good example to others of the kind of CV they should be looking to produce. Having my CV used as a good example like that speaks for itself really. I’m definitely very happy with it. And, if I have to write a CV again in the future, I now have a good process to follow.

I’ve got a 2 page CV, tailored to the specific role I want to apply for and I’ve been successful in receiving some interviews. I’ve had a lot of interest from recruitment consultants as well, as they found my CV on job sites.

When I look at my CV I feel confident about sending it to any prospective employer, because I know that it’s high quality and it demonstrates the best experience I’ve got.”

This testimony is the transcript of a ‘client review’ phone call and is used with permission.

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