How to write a CV that gets shortlisted by both robots and humans

 Author: Kudzai Derera . June 2021

Coming up with the perfect CV may be a daunting task, but it pays off, especially in this digital era. Getting your CV right is very important when you are job hunting. Even though you should customise your CV depending on the position you want to apply for, a familiar structure is critical to follow for your CV to pass through the many robots before it gets to the humans for shortlisting. This is a short simplified guide with a sample CV structure you can follow to help you land that dream job.

What is a CV?

A CV is short for Curriculum Vitae, containing a summary of one's experience and skills. A typical CV for entry-level roles should be at most two pages, and the middle-level candidates might be longer.

What is the difference between CV and resume?

Depending on where you are from, resumes and CVs are usually the same. However, in the United States, resumes are generally competency-based, which are personal marketing documents intended to showcase one's skills. In contrast, CVs are credential-based, providing a comprehensive listing of a person's education, certifications, research experience, and professional affiliations or memberships.

What to include in your CV?

A CV should typically include personal information, education, technical skills, key achievements, work experience, and references. In addition, research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards, and other information relevant to the position you are applying for can be included. Finally, you must make a list of all your background information organised into different categories. But you should also be aware of the words that should never feature in your CV.

A sample CV structure

The following is a sample CV structure you can follow to improve your CV and increase your chances of being shortlisted by both the robots and the humans:

JOHN DOE

57 Outlands Road, Dingley, LEI6 9SJ- +263 123 446 798
johndoe@gmail.com · https://www.linkedin.com/in/johndoe · https://www.johndoe.com

PERSONAL PROFILE STATEMENT

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilize the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see through to completion. In my current job, I have managed to launch and the migration of two major IT systems which was completed on time and within budget.

ACHIEVEMENTS

- Implementing major systems with zero downtime and zero loss
- Employee of the month for two consecutive months
- Member of the British Computing Society

EXPERIENCE

NOVEMBER 2020 – PRESENT
IT MANAGER, MAPLINS

- Mentoring and training new IT staff;
- Researching, installing and configuring new computer systems;
- Ensuring that all relevant licensing laws are adhered to;
- Keeping up to date with the latest technologies.

NOVEMBER 2018 – SEPTEMBER 2020
IT SUPPORT OFFICER, LADYPOOL WAREHOUSE LTD.

- Provided extensive IT support to internal and external stakeholders;
- Installed and configured computer hardware operating systems and applications;
- Monitored and maintained computer systems and networks;
- Resolved, diagnosed and solved network problems and relevant software faults.

EDUCATION

SEPTEMBER 2018
BSC COMPUTER SCIENCE (HONS), ASTON UNIVERSITY
1st Class Degree with Professional Placement

AUGUST 2014

BTEC NATIONAL DIPLOMA IN IT, HALL GREEN COLLEGE
Grade achieved: Triple Distinction*

SKILLS

- Excellent knowledge of a variety of programming languages including Java, Python, C, JavaScript, PHP and SQL.
- Machine learning development of models and integration of existing models into systems
- Strong troubleshooting skills with software, hardware and network products.
- Expert in networking fault diagnostics and troubleshooting, Cisco routers and Cisco switches

REFERENCES

Mrs Saima Khan
IT Executive
Maplins
Address: 24 St Denys Road, Postling, CT21 3QF
Tel: 0109 228 2091
Email: khan.s@maplins.co.uk

Mr Keith Butler
Senior IT Analyst
Fujistu
Address: 12 Gold Ln, Bexley, BO1 5FE
Tel: 0780 8462 3463
Email: keith.butler@gmail.com

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The above sample can be downloaded here. In addition, you can select a suitable CV template from the various Microsoft Word or Canva CV templates which you can use to write your CV following the sample structure provided above.
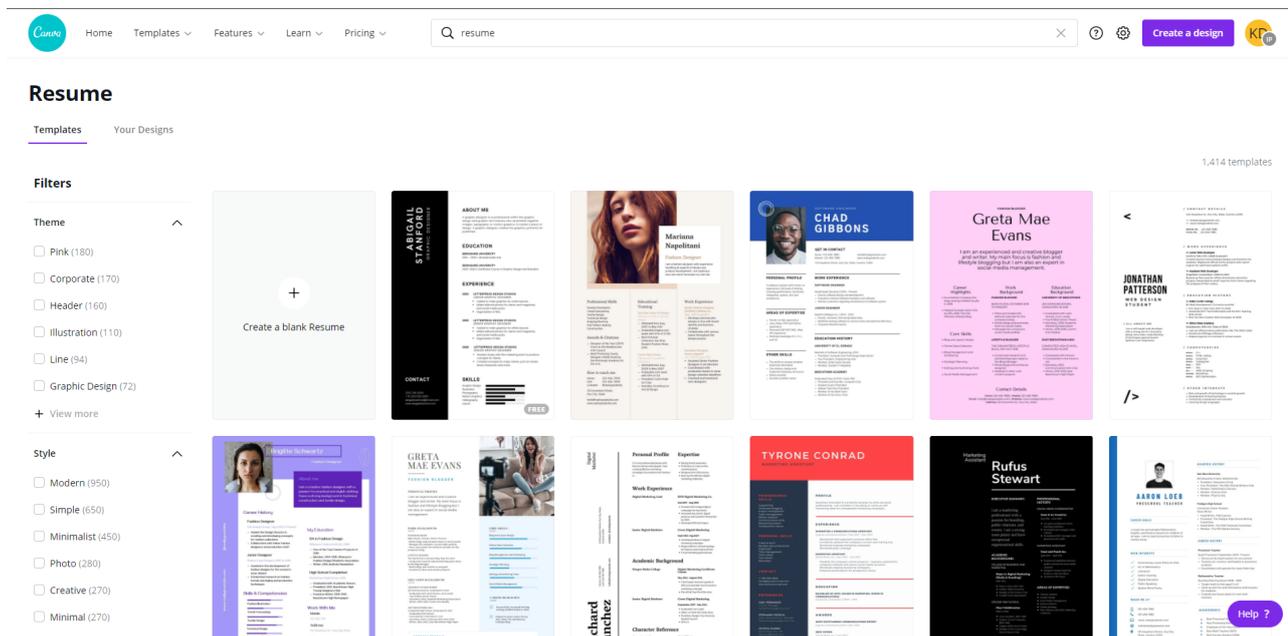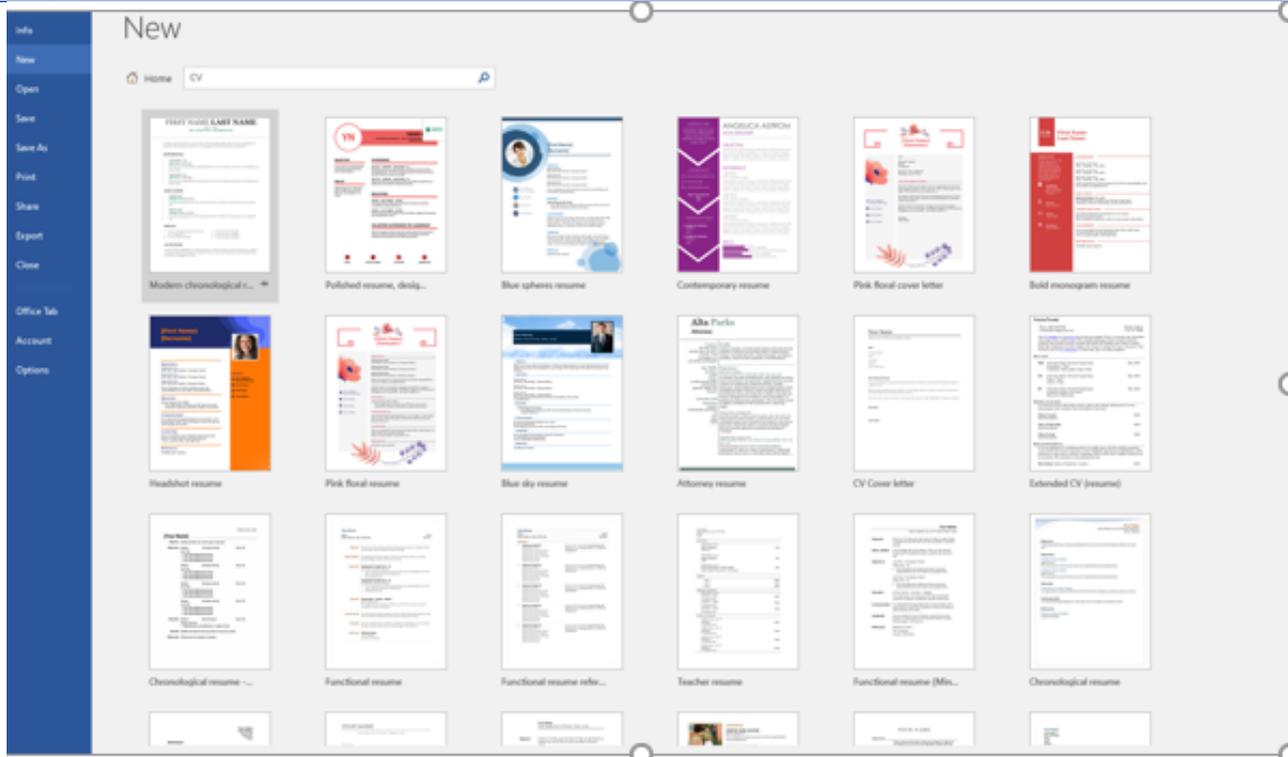
Wrapping it up…

Research says that recruiters look at CVs for up to 6 seconds on average; however, robots take even fewer seconds. This is why it is essential to write your CV for both the robots and the humans so that your CV gets past the recruitment systems and grabs the human's attention. Ensure you use the correct format for your CV that will appeal to both the software and the company's HR. Don't short-change yourself. Start editing your CV for your next job application.

Kudzai Derera is the Business Systems Manager at Industrial Psychology Consultants (Pvt) Ltd, a management and human resources consulting firm.

LinkedIn: https://zw.linkedin.com/in/kudzaiderera

Phone: +263 242 481946-48/481950

Mobile: +263 773 523 084

Email: kudzai@ipcconsultants.com

Main Website: www.ipcconsultants.com

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https://thehumancapitalhub.com/articles/how-to-write-a-cv-that-gets-shortlisted-by-both-robots-and-humans