

UNIVERSITY OF  
BIRMINGHAM

CNT CAREERS  
NETWORK

EXPLORE

PLAN

# CVs for Tech Careers Network

APPLY

Connecting you  
to your future

# CAREERS NETWORK

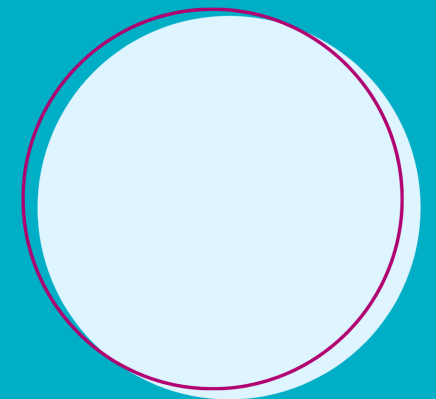
- Explore your career options
- Plan your next steps
- Apply for opportunities



**Ruth  
Smaller,  
Careers  
Adviser**

# CVS FOR TECH

- Presentation
- Questions – post in chat as I speak or verbally after



# What's a CV for?

- Express interest in a job
- Make speculative applications
- Share with employers at events
- Showcase your skills, experience and 'brand'
- **To get an interview / next stage of recruitment**



# How is a CV for tech different?

- Focus on your technical skills
- Focus on computer science and technology related projects
- Avoid rating your skills



# What should you include?

- Skills
- Experience
- Knowledge
- Qualifications
- **Tailored**



# What's Tailoring?

- Just for them
- Alter your CV
- Find information about the role
- Goldman Sachs and Coventry City Council examples



# How should it sound?

- Persuasive
- Positive
- Active language
- Avoid jargon / acronyms
- **Tailored**





# How should it sound?

Represented  
Communicated  
Negotiated  
Initiated  
Liaised  
Presented  
Directed  
Planned

Designed  
Contributed  
Developed  
Imitated  
Co-ordinated  
Instructed  
Assisted  
Managed  
Compiled



# What should it look like?

- Professional
- Uncluttered / not busy
- Accurate
- Avoid tables
- Easy to skim read (bullet points)
- Consistent font style and size
- One or two pages
- No photo
- Design?



# How should it be structured?

- Personal details (name, phone, email)
- Profile / Summary
- Education
- Technical Skills
- Experience
- Interests / Achievements / Training / Extra-curricular



# What's a profile?

Computer Science undergraduate experienced in Java and C++ with helpdesk work experience, looking to develop a career in software engineering with a global leader in finance.



# How should I present experience & projects?



## Experience

Jan 2018-present    Samaritans    IT Helpdesk Volunteer

- Volunteer with the IT helpdesk for this mental health charity
- Use communication skills to explain
- Contributed to co-ordination of setting up volunteer counsellors to work from home
- Created written instructions for volunteers to follow to set up their IT when join the charity

# How should I present education?



## Education

2019-present      University of Birmingham    BSc Computer Science  
Modules include (list relevant module titles horizontally)

2012-2019      Greenway Secondary School  
A levels in      IT (B), Maths (B), Philosophy (B)  
10 GCSEs grades A-C including English and Maths

# What do you think?

What do you think of this CV?  
Share pros and cons in the chat.



# How can I expand my portfolio?



Competitions / hackathons  
Create your own work experience  
Build your own game  
Internships and work experience  
Mentoring



## Competitions / hackathons

Microsoft Imagine Cup <https://imaginecup.microsoft.com/en-us/Events?id=0>

IBM Z+VS Code Initiative <https://mastertheframe.com/>

Bupa Uni Hack <https://projectset.com/hackathon-students>

Amazon Web Services University Challenge

<https://aws.amazon.com/education/awseducate/university-challenge/>

Unicode <https://www.showcode.co.uk/unicode>

## Create your own work experience

<https://canvas.bham.ac.uk/courses/43197>

## Internships and work experience

<https://intranet.birmingham.ac.uk/as/employability/careers/internships-and-work-experience/index.aspx>

## Mentoring

<https://intranet.birmingham.ac.uk/as/employability/careers/mentoring/index.aspx>

## Build your own game



**Any questions?**

## Join a top tips session

<https://intranet.birmingham.ac.uk/as/employability/careers/events/top-tips.aspx>

## Upload your CV to the CV checker

<https://intranet.birmingham.ac.uk/as/employability/careers/vmock.aspx>

## Read through our CV guide

[https://issuu.com/bhamae/docs/19507\\_cn\\_quick\\_guides\\_update\\_cv\\_-\\_aw\\_low\\_res?fr=sN2I3NzI5MzYwNA](https://issuu.com/bhamae/docs/19507_cn_quick_guides_update_cv_-_aw_low_res?fr=sN2I3NzI5MzYwNA)

**Email your CV for review to**  
[careersenquiries@contacts.bham.ac.uk](mailto:careersenquiries@contacts.bham.ac.uk)



- You are the mentor
- Work with employer to create a diverse workplace through their recruitment practices
- FDM Group and SOTI
- Final year undergraduate student / recent graduate based in the West Midlands
- Deadline extended to Sunday 22<sup>nd</sup> November
- Apply here  
<https://intranet.birmingham.ac.uk/reversementoring>