

Section 1 – Career History

The format for the 'Career History' section has been specifically designed to capture all the key information about career history in a short and concise form.

It requires you to record the job title, the company or organisation, and the period of your employment in the role, in reverse chronological order.

Please list as much of your career history as possible so we can see how your career has evolved.

In the 'organisation/ company' section please consider if the company or organisation is likely to be known to the recruiter. To elaborate, the example below (IBM) is a large and well-known global organisation that probably requires no further explanation.

However, if the brand is less well known, please include, in the body of the resume you provide appropriate information about the companies or organisations – including size, scale and the nature of the business.

Job Title	Organisation/ Company	Dates
Head of Software Development	IBM	August 2022 to current
Senior Software Product Manager	IBM	May 2017 - July 2022
Lead Programmer	Infosys	April 2015 - April 2017
etc		
etc		

Section 2 – Your Value Proposition

Very often on LinkedIn you will see people use a format to describe themselves in the 'profile' section of their personal LinkedIn account. It looks something like this:

Example: Chef | Culinary Genius | Food Services | Hospitality | Catering | Cookbooks | Well Seasoned

In the template attached, please craft your own profile so we can see how you describe yourself professionally.

Section 3 - Skills, Knowledge and Expertise

The purpose of this section is for you to reflect on, then record, the finer detail of your value proposition across the widest spectrum of skills, knowledge and expertise. Please list no more than 12 items in each category – in their order of applicability and relevance to you.

Examples:

Technical Skills	Other
Frontend: React.js, Next.js, HTML5, CSS3, JavaScript, TypeScript	Professional experience working across multiple geographies including Europe, India and Australia
Backend: Strapi, Python, Django REST Framework, Node.js, Express.js, .NET Core	13 years in people leadership roles managing teams of 12 to 250 people
Database: MongoDB, PostgreSQL	Marketing expertise gained across multiple industries including Financial Services
Mobile: React Native	Known by colleagues and managers as high energy and creative in approach
Other: OneSignal, Tailwind CSS, Bootstrap, Material UI, SaaS, GitLab, GitHub	Deep knowledge of banking and related legislation
Programming Languages: Visual Basic 6.0 & .NET, Classic ASP & .NET, Universe Basic	Experience across both commercial, non-profit and management consulting environments
Scripting Languages: ASP (Classic), JavaScript, HTML & CSS	Accomplished project manager – particularly in the software development industry
Database: IBM UniData, UniVerse, MS SQL	Demonstrated ability to deal directly with clients and gain their trust and confidence
Tool: Accuterm, Telnet (AIX Version 7.1 IBM), UniEditor, Visual Studio & Visual Basic, PuTTY (IBM i), PCS Plus, Alpha Anywhere, SSRS & SSIS	Widely respected for my ability to negotiate a way forward with stakeholders with widely disparate views
Web Technologies: ASP (Classic & .NET MVC), HTML, CSS, JavaScript, Alpha Anywhere	Ability to balance attention to detail with big picture thinking
Frontend: React.js, Next.js, HTML5, CSS3, JavaScript, TypeScript	Keen athlete with a commitment to my own personal wellbeing and the wellbeing of teams I manage
Backend: Strapi, Python, Django REST Framework, Node.js, Express.js, .NET Core	Regularly participates in and speaks at Industry forums to stay up to date with current issues
Database: MongoDB, PostgreSQL	Chair of School Council and member of the Audit Committee

Section 4 - Other Information

You are also asked to respond to one final question - asking if there is anything else you may want the recruiter to be aware of in the early stages of your application.

Other Hints and Tips for finalising your attached CV and application through LinkedIn.

- Please review the ad thoroughly – mindful that dozens of others may also apply. Unless your background closely matches the job requirements, we would encourage you to focus on other opportunities.
- Recruiters often wish to cut and paste excerpts of CVs/ resumes into other documents. A Word version (rather than PDF) is therefore the most practical format.
- Please consider the ‘readability’ of your resume. A recruiter is not going to read a ten-page CV. Best practice would typically be considered 2-3 pages.
- Please provide true and accurate information in response to the screening questions.

Should I write a cover letter?

That's up to you.

But if you choose to add a cover letter, limit to one page. And specifically address how the combination of your skills, knowledge and experience makes you a genuine candidate for a role.

Remember it is likely to be your **unique combination** of skills, knowledge and experience that will position you as a front-runner candidate.

Beyond that, your ability to convey a unique combination of technical skills and people skills will become a major factor in your success as you work through the process.