REPERIO
Human Capital

Tips for writing an
IT RESUME

LAYOUT

4 Use a simple, well-structured format that is easy to read

5 Do not write your resume in the third person
- *Remove the use of pronouns entirely. For example, instead of 'he/she has 5 years experience in Software Development', simply write '5 years experience in Software Development'*

3 Citizenship/visa status *(if applicable)*

6 In the introduction, include why you are looking for a new job and what your ideal role would be

2 Always include your cell number

7 A resume of 2-4 pages in length is ideal (depending on experience)
- *Only include relevant information, quality is more important than quantity*

1 Photographs are not necessary

8 Convert to readable PDF
- *This will ensure that the layout remains consistent when opened by others*

EXPERIENCE

9 Always begin with your most recent position

10 Set out a clear timeline by adding in start and end dates
- *Include the most detail for your recent jobs and summarize older jobs*

11 Explain any gaps in your resume

12 Instead of listing responsibilities, show what impact you have had in your role
- *Make this quantifiable where possible*

SKILLS/QUALIFICATIONS

13 Technical skills
- *Only add in the technical tools that you are comfortable using. Explain how you have used these and the projects that you have worked on*

15 Personal development
- *Explain how you are keeping up to date with the latest technology on the market e.g. details of any courses/certifications completed*

14 Don't forget about soft skills
- *Tech professionals will often have to provide tech solutions to non-tech savvy people, therefore soft skills such as communication and team working are essential*

AND FINALLY...

16 Proofread
- *Read over your resume, check for any grammar/spelling mistakes and make sure that all contact details are correct*

- *If you are using a spellchecker, make sure it is set to the right geographical location. For example, resumes that are created in the United States should be set to English (United States) and not English (United Kingdom).*