



Consultant CV guide

IT CONSULTING
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Introduction to the Consultant CV guide

The purpose of this guide is to support you in making a professional consultant CV that reflects who you are as a consultant. We will guide you on how to build content within the CV (ex. summary and project descriptions), and how to make your CV and consultant profile professional and consistent.

The CV writing discipline

CV writing may be difficult for some new consultants as well as for experienced ones. That is why we have created a guide to help you get started writing or updating your current one.

It is especially important to be aware of the difference between a permanent

employment CV and a freelance consultant CV. The consultant CV is project-oriented and focused on your role in specific projects. In today's market, a professional consultant CV is a must and often a ticket to entering a project at a client, thus we share an equal interest in having high-quality CVs.



A consultant CV consists of several important sections

In the following part of the guide, you will find descriptions of the various sections that the consultant CV should consist of. To simplify your writing process, we provide you with examples from other consultants' CVs during the guide, when relevant.

The CV in general

Presenting yourself professionally is key.

Your CV is potentially the ticket to your first or next assignment as a freelance consultant. In many cases, the 7N Agent gets to present you to the client in person, but the CV serves as the first impression.

Before we give you a deeper explanation of the various sections, we will give you some general guidelines and advice:

- Prepare a CV in your local language and English. 7N, and others, have many international clients with English as corporate language.
- Be aware not to use internal language, abbreviations and concepts only used within the organizations you have worked for.
- When/if creating a 7N consultant CV, it should be written in 3rd person since the 7N Agent is the sender. Don't use "I" or "my", instead use "the consultant" or your name and "his"/"her".
- Latest assignments are the most important, while older projects have less importance.
- A good CV is normally no more than 10-12 pages.
- Have someone else read your CV to ensure professional wording and spellchecking.



Picture

A good professional picture is of great importance. Make sure that the picture is up to date and reflects who you are.

Your title

Your title must give an accurate depiction of your primary role.

Use only recognized and well-known roles that are used in your local market. You can find inspiration for roles in the SFIA framework [here](#).



The summary

The summary is the first part of the CV that the client will read. A good summary will make the client interested in continuing his reading.

Clients want a “perfect match”; therefore, a general summary is not enough. Your skills, and the competencies asked for in a specific project, should appear in the summary.

The summary reflects your main role as a consultant, emphasizes consistency in your career and tells your story in short.

We advise you to include the following content in your summary:

- Your main role(s)
- Your background
- Your main competencies
- Methods or tools you use in projects
- Short description of main projects completed
- Key clients you have worked for
- Key domains, key business areas
- Key technologies, main interests
- Your professional passion
- What value you will bring to the client's project

We advise you to structure the summary in three parts: What you do, how you do it, and who you are as a person – describing your personal strengths. Hence, the summary should clearly describe who you are professionally and what the client will get in choosing you for a project.

A summary should preferably be around 1100 characters. If the summary is too long the reader gets bored, if too short it might not reflect your professional profile sufficiently.

TIPS

- No bullets in the summary
- Professional active language with flow
- Standards and methodologies bring value to your summary
- If you are a developer: include your GitHub profile

[See examples of well-written summaries here.](#)

Main competence areas

Fill in 5-10 main competence areas and be aware that these should match your summary and your previous projects. Your main competence areas give an overview regarding your experience and help recruitment specialists match your needs with project opportunities. Also, it is a quick way for the client to get an overview of your competencies.

Work roles

Choose the job functions which best describe the roles you work within and the ones where you have the most experience.

Industry knowledge

By listing industry sectors, you give the reader an overview of your experience. It helps recruitment specialists match your business focus with project opportunities.

Application & business focus

Here you can list what business areas and application types you have worked with to show in which areas (business and technical) you have the strongest professional experience.

Career & projects

Especially for new consultants coming from e.g., line management, it can be challenging to describe previous projects in a structured way. Make note of the larger tasks you have solved and projects you have been working on in the CV - and not the jobs themselves. With this structure, clients can easily see if you can lift their projects.

We recommend the following structure:

- Project description: 2-4 lines that describe the client's situation, the challenge to be solved, the project success criteria.
- Areas of your responsibilities: 5-7 lines that describe what you did (role & responsibilities), what were the steps taken, what methods/technologies did you use.

- Results: measurable benefits, within budget, changes implemented, actions taken, solutions. Try to quantify your work – project size, number of employees, impact on the business.

Skills used

We recommend that you list “skills used” under each project description. This is a good way of showing which technologies or other competencies you have used during the project.

FURTHER RECOMMENDATIONS

- Keep the same project description structure on all your projects. This will give a simple and good flow through the CV.
- State the client names (if not confidential) on your projects.
- The reader will be able to relate the project to e.g., complexity, culture, organization size. Don't put in your own company name.
- We advise not to copy/paste project description, areas of responsibility and result from project to project. This is often too generic. They need to be specific and actual for each project.
- If you have many projects, the oldest projects need the least description. This can be a way to cut down on the length of your CV.

[See examples of well-described Career & projects sections here.](#)



Skills

A list of skills shows the width and depth of your profile. The number of skills is very different depending on which profile you are. Very often, technical profiles have an exhaustive skills list and consultants working in e.g., project management has fewer. This is a balance we can support you with.

Firstly, it is important that your main skills are also present in 'skills used' in the individual projects under the "Career & Projects" section.

To ensure an up-to-date list, make sure you revise the list on an ongoing basis, as your skill level will perhaps change in accordance with your experience.

It can also be a good idea to remove old skills that you haven't used for a long period of time or that have less relevance.

Education, courses & certifications

List your education, courses and certifications.

Languages

List your languages skills and level.

Networks & communities (optional)

Add which professional networks and community groups you are a member of.

Awards (optional)

List the awards you have received to emphasize your professional experience.

The updated CV is your admission ticket

It is no news that you continuously need to update your CV with technologies, certifications and areas of interest. But we know from experience that many forget to do so in their busy work lives – and may not always see the point of it.

It is crucial for our recruitment Agents - and therefore also for you – to be able to search for technologies, methods and certifications when it comes to matching consultants with the client's query.

So, therefore; spend 10 minutes in between projects to keep the CV up to date. That will also ensure that your CV is ready when the perfect project appears.



Examples: Summary

Summary

*** is an experienced Senior Project Manager with 40+ business-driven IT implementation projects over 13 years. *** has been leading cross-functional teams through rollouts globally.

Part of *** track record includes the re-integration of XX solution to the inhouse telephony platform.

*** assignment was to bring structure and transparency to this existing project. In short time *** ensured a proper overall project plan, status reporting, a preliminary roadmap and a governance model including a very much engaged Steering Group Committee.

As Senior Project Manager, *** constantly engages with Program Management offices (PMO). In particular, *** himself has PMO experience from XX, where he established an overall program plan across tracks and sub-projects. With *** affinity for structure, he was the key driver for implementing a long lasting governance model for the entire program. *** was also the individual ensuring adherence to the governance by all parties.

*** is experienced with Agile project management and is aware of daily SCRUM procedures. In *** ERP rollout at XX, his Business Intelligence track was operating in SCRUM/Agile methodology.

*** management style stands out with his open calm dialogue and his structured attitude. He is a hands-on project manager, who coordinates parallel projects successfully, always in constant alignment of business- and IT teams.

Experience since: 2005

Summary

*** is an experienced senior project manager and architect with experience from many complex enterprise IT solutions. *** has a deep technical background that he combines with excellent communication, analysis and leadership skills to communicate. He actively engages with stakeholders across both business and IT and drives progress. He combines this with an ability to quickly understand the business domain and a sharp focus on delivery.

*** has a background before going freelance as both a technical IT consultant on the implementation partner side as well as a management consultant gives *** a highly sought-after profile that helps him to deliver innovative, pragmatic solutions on time that helps solve real business problems.

*** proactively manages scope and stakeholders to minimize uncertainty and deviations in complex projects. *** can get involved hands-on with all aspects of the project lifecycle and is experienced in both agile and more traditional waterfall project management.

Curiosity, adaptability, an open mind and attention to detail characterize *** approach to new challenges and tasks.

Experience since: 2006

Summary

*** is a skilled consultant and software developer. Since graduating from Copenhagen University he has accumulated more than 20 years experience as a professional software developer.

With a strong analytic ability, he is an expert within the .NET/C# platform having a special focus on ASP.NET, web-technologies and ORM-tools such as NHibernate.

*** has often been responsible for gathering requirements from customers and end-users. He has successfully transformed these into running software. To facilitate this he has utilized screen-designs using Mockups.

He has worked with several different domains ranging from retail, insurance, booking systems, mobile, payment, web-robots, and various administrative systems. As such *** is more tool oriented than domain focused.

Experience since: 1997

Examples: Career & projects

Career and projects

Company name

Jun 2008 - Dec 2010 — **Chief of Projects**

The CFO of the XX set out to professionalize and digitalize the administrative support of the police. Therefore a program and several projects were setup to introduce a new procurement- and invoicing platform based on Gatetrade, upgrade Navision and implement a new financial management model.

Tasks:

- Form and scope the program and projects
- Perform program management and employ and oversee project managers
- Contracting and handle suppliers
- Plan and facilitate workshops for input and involvement of specialists in procurement, financial management and bookkeeping
- Facilitate workshops and documentation of new processes and training
- Risk management, change management and budget management of program and projects.

Results:

The procurement and invoicing system and new processes across the police were implemented which led to a large rationalization of procurement as well as administrative processes. The new financial model supported new budgeting processes between the national police and the decentralized police departments and made it possible to control the budget in new ways.

Program management Project management Team management Supplier management Portfolio Management Stakeholder management
Communication Change management IT contracts Contract management

Career and projects

Company name

Apr 2018 - May 2019 — **Contractor/Software Developer**

*** was part of a team of contractors, mainly staffed by 7N, which helped merge the customer bases of XX and XY, the latter having been acquired by the former in 2018.

The main goals of the project were to migrate customers from SPB to ABB.

Responsibilities:

- to create software enabling both existing and future ABB customers to log onto the Saxo Trader stock trading platform
- to synchronize trading data across the existing platform and the Saxo Trader. The team was responsible for synchronisation from ABB to Saxo
- coordination with existing teams to meet the project goals.

Results:

When the team successfully met the November 2018 deadline, they received high praise. *** spent the remaining six months working on additional features and enabling the local team to assume ownership of the software.

Java Spring boot SQL Representational State Transfer (REST) Simple Object Access Protocol (SOAP) JavaScript

Examples: Career & projects (multiple roles)

If you have done several projects for the same client, list them all under the same client.

Career and projects

Company name

Jan 2015 - Mar 2016 — Multiple roles

Covered multiple roles at this customer.

Agile Project Management

Systems design

Technical architecture

Enterprise architecture

Stakeholder management

Project management

Aug 2015 - Mar 2016

Project name as Product Manager

After launch of the mobile payment solution, *** was interim Product Manager for XX until a permanent hire could be found, helping identify business opportunities and planning a roadmap for technical deliveries to support the business. Performed dual role of also being the technical project manager for the deliveries, leading teams from multiple vendors during that time.

Product Backlog

Business sparring

Stakeholder management

Team management

Project management

Risk management

Agile Project Management

Jan 2015 - Aug 2015

Project name as Architect

Responsible architect for coordinating the efforts of the participating datacentrals in the R1-release of XX, coordinating and clarifying business rules, integration interfaces and deliveries.

Technical architecture

Stakeholder management

Mar 2015 - Jul 2015

Project name as Project Manager

*** identified gaps in the proposed deliveries where the need for a customer self-service portal and internal support tools was identified. Mobilized a project to bridge these gaps. Analyzed business requirements, made a business case and project mandate, delivered high-level design, conducted vendor selection and took over as project manager to successfully deliver the needed systems in time for the launch, managing complex external dependencies and technical limitations due to limited time in which to complete the deliveries.

Business sparring

Requirement specification

Procurement

Systems design

Data modelling and design

Risk management

Project management

When you work as an IT consultant at 7N, you get a personal agent from the very start. We are dedicated to matching you with the most exciting projects in your field of expertise, continuously helping you develop your skills, and making you part of a community of extraordinary people.

Explore how you can unleash your potential as a 7N consultant.

[Learn more](#)





7N Group is an elite IT consultancy agency with more than 20 years of market experience in serving all aspects of critical IT projects both within the public and private sector.

We have dedicated ourselves to finding the right match between our consultants and the companies we serve – we believe that is how the best results are created. At 7N, we have built a professional community of extraordinary people. A community dedicated to achieving professional and personal development. A place where the best gets to play with the best.

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