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The 7N Inspiration Team is a group of 7N Consultants and Agents who will be sharing their in-depth knowledge within a variety of IT categories. In this article, **Paweł Zdziech**, 7N Recruitment and Communication Manager, will give you some insight into the most frequent mistakes the recruiters encounter in the CVs of IT professionals. You will also learn how to avoid these mistakes, and thus, increase your chances in a recruitment process.

The internet is a bottomless pit of the best and worst advice on just about anything you can imagine: everything is there and writing CVs definitely qualifies as a part of everything. The number of IT-related CV tips on offer is, however, considerably smaller. In my 15-year-long career as an IT recruiter, I have read literally thousands of CVs of IT professionals. I have often been dumbfounded by the disparity between the often high level of competences IT people possess and their ability to present these competences on paper, namely – their CVs. This is why I have decided to write down the three most common mistakes I encounter when I read the CVs of IT specialists.

I do realize that IT specialist, as a term, is not strictly speaking a totally accurate description in academic terms, and that it currently includes positions which are not even in the same area code. The following mistakes may refer, with varying degrees of relevance, to both administrators and

developers. Regardless of how diverse the industry is, I will try to address the issue as broadly as possible, so that everyone can get as much as they can out of it. So without further ado, let me guide you through the three most common mistakes that occur in the CVs of IT specialists:

A candidate does not have a profile section with a general overview of their career

This particular issue is most relevant to specialists who have worked in at least two different roles in their careers, such as a developer, analyst or project manager. They might even have held two or more roles simultaneously, and if they don't have a short bio in their CV, which summarizes where they are professionally at the moment, then they're walking into a trap of their own making. A recruiter reading through a CV without said bio will be forced to base their judgment of whether a candidate is suitable or not, solely on their gut feeling, and a nagging feeling of uncertainty will dog them all the way through the review process. If you state your main role and key competences right up front in the resume, preferably accompanied by your professional goals, you communicate who you are and what you're about clearly and comprehensively from the outset.



A candidate does not divide their professional experience into projects

This point is extremely important for IT specialists whose work is, for the most part, project-based. This is usually the case for most professions connected with software engineering, and labelling everything they've done as three years at XYZ as ABC is not the best solution (unless they've been doing the same thing for three years). By clearly and carefully organizing your experience into project-sized chunks, which describe the functionalities, technologies, and time spent in these roles, you're providing the recruiter with something concrete to go on. Insight they wouldn't otherwise have. If you want to do it right, include project duration, a short description of business goals, your role in the project, results and the technologies used.

A candidate does not include their proficiency levels in particular technologies

Simply namedropping technologies in CVs tells a recruiter virtually nothing about the candidate's proficiency in each. Let's say that four people put Java in their CVs. For all we know, one of them actually knows Java, another one has seen some Java code, but that's about it; the third one was involved in a project in which Java was used but hasn't touched it since, and the fourth is vaguely aware of Java's existence. Programming knowledge is not a matter of a simple choice between two levels, and when you don't include your proficiency level in your CV, candidate number one starts to look dangerously similar to candidate number four. If you want to be clear and, at the same time, save everyone a lot of hassle, please include how competent you really are and, preferably, how long you've been working with a particular technology. It helps us all.





This is, of course, not the end of the story. There are many more mistakes an IT specialist (or any candidate for that matter) can make. No matter how good you are, if a recruiter can't read your CV or find what he needs to know in there, it's simply a bad CV, no matter which industry you are in. The mistakes mentioned above are not the most serious ones a candidate can make. Including an excruciatingly embarrassing photo in it, for example, could have much graver consequences. In my experience, the mistakes I have mentioned here are the most typical ones that IT professionals make and that's how they earned their place on the podium today. It is rightly said that making a great first impression is one of the keys to success. Bearing this in mind, it is vital that you make your CV stand out above the crowd. Do not bury your extensive professional experience and unique technical skills in a poor resume that doesn't do you justice, when you apply for your new dream job.

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