

Consultancy CV

A consultant CV differs from a CV used to apply for a permanent position. In a consultant CV the employer needs to know if you have the exact right experience and competence to get the job done.

A good process for managing CVs is to constantly collect and summarize all your professional experiences into a "data base". Then use the data base for generating CVs tailored to the specific assignments you apply for.

Collect everything

1. Collect all work-related experiences in one document, your career management document (CMD). Include
 - A. Skills, graded from 5 ("Give talks on conferences on the subject") to 1 ("Basic knowledge").
 - B. Bank of keywords related to your field.
 - C. Summaries of all projects and voluntarily assignments include the competencies utilized and your contribution. Quantify if possible, e.g. project budget of 100 MSEK.
2. Be brief and as concise as possible.
3. Schedule a monthly or quarterly update of your CMD so that you don't forget the details of major projects or other accomplishments.
4. Save all the feedback you get.
5. Keep an updated list of references.
6. Create custom CVs for each assignment based on the CMD.



Example of a CV first page.

Index	Company	Role	Start	End	Competences used (max 3-5)	References
1	Uppsala Univ	Ph.D. Stud	maj-02	jun-08	Data Analytics; Test Design;	Testi Jan Davidsson
2	MyFC AB	R&D Manag	aug-08	apr-11	Data Analytics; Test Lead;	Testi Anders Lundbl
3	Nanopulse AI	Quality M	apr-11	jun-12	Data Analytics; Educational;	Testi Martin Rölin
4	Envirotainer	Cold Chain	aug-12	dec-13	Data Analytics; Test Lead;	Project Carolina Lundq

A CMD for collecting employments.

Read through the assignment description

Read through the assignment description and highlight keywords and key competences. When creating the tailored CV (next step), try to match as many of the key competences as possible and make them easy to see in your CV. Also, try to think of situations where you have applied the skills and include these in your description of assignments.

Tailor the CV

With all information collected it shall be easy to create a CV. The level of detail shall be much higher compared with a CV for a permanent position.

1. Use a fresh lay-out.
2. Be clear and specific about your offer and put it in the title.
E.g. "Programmer" is too broad use "Experienced Java consultant".
3. Customize for each role, focus on showing how your competencies fit together with what is being sought.
4. Use lists whenever possible
5. Use the STAR-method for describing your previous assignments
 - S**ituation, describe the situation, what was going on?
 - T**ask, what was your specific task?
 - A**ctivity, what did you do to achieve the task?
 - R**esult, what was the outcome of your actions, be concrete
6. Feedback, try to get feedback on your CV.

Good luck