

## CV writing skills in English for Project Managers

### Challenge

The Technical Services department provides resources to the global IT Services organization by designing, building and delivering applications to customers. In order to identify and offer the most suitably qualified and best resources to their customers, all technical personnel need a comprehensive and reader-oriented CV in English. To ensure a consistent level of quality as well as a uniform look and feel, Target was asked to provide support and training for 200 personnel working to a tight deadline.



### Training Targets

- ⊕ Improve business English writing skills through coaching and training, using CVs as a vehicle
- ⊕ Develop a CV template for participants to model a consistent format & layout
- ⊕ Input appropriate language enabling participants to accurately present their skills and competences
- ⊕ Focus on clarity and conciseness to maximize readability
- ⊕ Support individuals and the organization in reacting to the urgent need for results

### Training Solution

**Setting the scene:** Target produced a detailed guideline document outlining best practice when writing an effective CV. This included an annotated and transferable sample version.

**Getting the job done:** Participants created or updated their existing CV using the tailored guidelines. Departmental training to familiarize staff with template usage, recommended language structures and style. A Target trainer reviewed the CV with the participant noting the language points to be improved upon. The trainer worked with individual participants to implement the changes to improve their CVs, either face to face or in cases where the participant was not on-site, by phone and email.

**Following up:** Participants received ongoing training to consolidate and further improve the training points highlighted during the CV review process.