**PERSONAL SUMMARY**

Effectively – The cover letter.  
It should be a short summary, about half a page (~4 paragraphs) of your strengths, highlights and character and vision.  
If no cover letter is needed, exclude it, but have it ready for / if needed.

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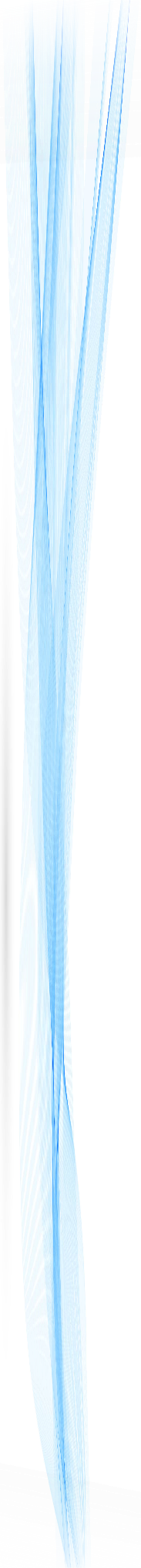
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Best regards,   
Chris Sprucefield.

**Skillset Brief**

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* This is the ONE page – No more!!  
  … where you should fit all the key skills and a short employment history.  
  If there was only one page allowed, this is the page you want the recruiter to have in their hand!  
  See the examples below.
* Start with the list of the long and extensive experiences in falling order, such as
* 10+ years of experience with …
* 8+ years of DevOps on …
* 5+ years of experience with …
* Next, is a list of specific skills and subsets (one per line), use commonly used keywords such as:
* ICT Architecture, RFI/RFP, advisory, design, guidance, evaluation, planning and acquisition.
* ISMS and other regulatory audits
* Agile development methodologies
* Project Management (type, certs?)
* Database – SQL (MsSQL, MySql, MariaDB, Postgres) and NoSQL (Mongo et al), memorystore, pubsub and similar tech.
* Microservices / REST, Docker Container and Kubernetes and similar technologies and concepts. (GCP/AWS/Mixed mode)
* Development in GoLang, NodeJS, PHP, Java, …

|  |  |
| --- | --- |
| Personal Information  Name: Your name  Email: Your email Phone: +Your phone(s)  Address: Your full address  Languages: Languages you know, use  the words Fluent/Native or CEFR standard reference. English (Fluent / C2),   Swedish (Native / C2)  Nationality: Country  Skype: id other: id | Career History brief  2023-03 – Current Current position / role Company name  2022-08 – 2023-03 Previous position / role Company name  2021-03 – 2022-08 …. Up to about 10 past positions  Prior: Any prior items worth mentioning, such as:  Aerospace metrology sciences Ericsson Microwave (NIST-1 eq.) Metrology sciences Ericsson Telecom (NIST-1 eq.)  Education / Training:  CS/Physics college (3y)  Siemens / PLC systems  ABB Robotics / Robotics programming and maintenance  … additional as you may have. |
|  |  |

**CAREER HISTORY – Extended summary**

**Remove this guidance text!  
This is the Extended info, starting from most recent, that the recruiter will read next, if they liked what is on the previous page!   
Fill in your experience in line with the examples below.**

**List the same amount of jobs as you have on the previous page.**

**Keep it to no more than last 10, and then just summarize past key items in the “previous” section on the previous page.**

**Keep it clean and readable!  
Remember to spell check the text!**

**2023-03 – Current Chief Officer at EmberLabs (example)**

* All company operations
* Technical solutions & consultancy
* Fractional C-level support for startups
* Research and development (proprietary products)

**2022-09 – 2023-03 other position at company ZZ (contract).**

* What you did,
* Typical duties and responsibilities
* Highlights and achievements
* …
* And any other story you want to tell.

**2021-03 – 2022-08 other position at company YY.**

* 20+ direct reports in ….
* Operating the technical platforms in DC and Cloud.
* Managing DevOps and client integrations, Customer support, DBA, deployment
* Providing legal and compliance support.
* …..

**….**