

It is important to remember that potential employers may not have the benefit of speaking to you before receiving your CV. They will make a judgement on your suitability for the job by reading what you have written about yourself. Your CV is your one opportunity to sell yourself as a consultant. It needs to be comprehensive, detailed, and well written

Leaving out details about a job you have done, no matter how small you think they may be, could result in someone else being chosen for a job instead of you. If a Well you worked on was HPHT, high H2S, deepwater, horizontal etc. then make sure that these are listed in your CV in the details about the job you have done.

**Here is the suggested order and layout that you can use for your own CV:**

### **Personal Details**

Include the following in your CV;

- Full Name
- Home Address
- Telephone Number (Home and Mobile)
- Date of Birth
- Nationality
- Country of Residence
- Home Airport
- Job Role Desired

### **Statement**

Your statement is a great opportunity to sell yourself to a potential employer. Try and keep it to a maximum of 3-4 paragraphs, and use it to sum up your career and experience to date. Make sure that anything you briefly mention in your statement is then explained fully in the relevant job description. So for example, if you mention you have experience with IRDV; make sure you mention this again, explaining exactly what the task involved, in the description of the relevant job.

**Here is an example of a good statement:**

*I am a post-graduate Petroleum Engineer with significant oil and gas experience. I have been involved in all aspects of well testing and operation including well planning and technical studies, and have significant amount of onshore and offshore supervision experience, working with operators, service companies, and engineering consultancy companies.*

*Experienced in exploration, completion and workover wells, high temperature and high pressure, heavy oil, foamy oil, deep water (drilling ships, semi-subs), jack-up, land jobs, including DST, slick line, surface testing , downhole gauges, surface read out, TCP, gravel pack, setting packers, data acquisition, subsea, acid stimulations, sand fracs, thermal fracs, coiled tubing, wire line, snubbing. Experienced in using all surface well test equipment.*

### **Your career history should be broken down into individual jobs**

- List jobs from most recent to oldest. Avoid gaps
- Include start dates, end dates, company worked for, and job title
- If your responsibilities changed within a company, start that as a new position. For example, if you were a Well Testing Senior Operator with one company for 2 years, then became a Well Testing Supervisor within the same company, make this two separate jobs, one with details about the work you did as a Senior Operator, and other with the details of what you did as a supervisor.
- For non Oil and Gas related jobs give minimum details.
- It is more important to put plenty of detail in your recent jobs, than jobs 20 years ago. So if you can't remember all of the equipment you used when you first started, don't worry, as long as your latest jobs have good descriptions.

### **For each job give the following detail:**

- Summary of main duties and responsibilities

Any reference to equipment used, or experience gained, that you mention must be explained in your career history. If you do not expand on experience you have mentioned, a potential employer could disregard the information.

For example if you mention that you have Offshore Deepwater experience, you should provide examples in your career history of rig names and locations. If you mention you worked on HPHT wells, tell us where this experience was gained.

Examples of detailed technical information which would support each job summary:

- Rig type
- Rig name
- Location
- Oil field name
- Water depth
- Well depth
- Well temperatures and pressures
- Rates of oil or gas flow
- Mud types and Systems (Drilling Fluids)
- Specific problems encountered
- Equipment or oil field specific software used

A good job description as part of your career history could look like this:

From	To	Company	Job Title
<b>May 2008</b>	<b>July 2009</b>	<b>Expro</b>	<b>Well Test Supervisor</b>
<p><i>Duties/Responsibilities: As Well Test Supervisor my responsibility was supervising the day to day well test operation on the rig including but not limited to: following the well test program, modifying it as and if required, ensuring efficient personnel performance, assessing and finding appropriate solutions for any problems during operation, providing regular reports, interacting with any other services on the rig for more productive and efficient and desirable outcome</i></p> <p><i>During this time I worked on the following rigs:</i></p> <ul style="list-style-type: none"> <li>• Angola: semi-submersible Scarabeo 6, heavy oil/foam - deepwater</li> <li>• BP: Drill ships Jack Ryan, water depth 1300m, type of well heavy foamy oil</li> <li>• Total: Drill ship Pride Africa, water depth 1100m, type of well oil. HPHT conditions.</li> <li>• Total: Drill ship Saipan, water depth 1100m, type of well - oil.</li> <li>• Tunisia, land rig, heavy oil. 12% H2S</li> </ul>			

### **Training and certification**

It is also useful to list the training and courses you have attended (including toolbox talks and in house training), along with the year. List the professional training and safety training separately.

Here is an example of what you should mention in your Training and Certification section;

<p><b><u>Professional Training</u></b></p> <ul style="list-style-type: none"> <li>• Well Test 1, 2 and 3 Geoservices, Jakarta, Indonesia, 2000</li> <li>• Slick Line 1, Geoservices, Paris, France, 2003</li> <li>• SenTREE 3 systems, Subsea Test Tree Schlumberger 1998</li> </ul> <p><b><u>Safety Training</u></b></p> <ul style="list-style-type: none"> <li>• H2S Aware, 2007</li> <li>• BOSIET, Aberdeen 2010</li> <li>• OGUUK Medical, Aberdeen 2011</li> <li>• MIST 2008</li> </ul>
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### **Education**

Sometimes a position will require you to have educational qualifications for a job, so add previous education into your CV. If you have them, the following are useful to mention;

- Degree – Title, years undertaken, institute
- Apprenticeships
- NVQs
- BTECs

## **Languages**

Several positions require a good understanding of a certain language, so listing your languages and how comfortable you are using them may give you an advantage.

List your languages as follows;

*English – Native*

*French – Fluent*

*Spanish – Fluent*

*Arabic – Working Knowledge*

*Hindi – Basic Knowledge*

## **Style Tips**

- Please provide your CV in Microsoft Word if possible
- Please spell check it preferably in English – UK before submitting, paying particular attention to proper and trade names of rigs, equipment, oil fields and oil companies etc.
- Please do not present it entirely in capital letters, use the appropriate case.