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# TECHNICAL WRITER CV

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Technical writers are the people behind every television's manual, a computer's user guide and other documents in technological gadgets. When writing a Technical Writer CV, it is very essential to list and itemize technical skills such as your ability in using frame maker v7.2, xmlspy, xdocs, X-Metal and HTML. You must also show your deep understanding in using Microsoft Office products such as AutoCAD and Photoshop as you will be required to make illustrations in the manuals. Meanwhile, in filling up the Employment Section, be sure to include technical jobs. These will show that you are not only limited to writing technical descriptions but you can also perform basic technical troubleshooting techniques. A sample of how to write a Technical Writer CV is shown below.

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**Thane Clay**

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Ap #986-9333 Velit Ave, Beverley, Yorkshire, QV3L 9TP

Tel: – 01946 142983

Date of Birth: – 29/06/90

[email]

Nationality: – British

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## MY OBJECTIVE:

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I wanted to join this company because I want to be a contributor to its growing success. My objective for this company is to produce well-written technical manuals and user guides so that end users can very well understand how to operate each device. I aim to write technical documents where features and uses of the device are clearly illustrated through charts and diagrams. Using my deep knowledge in GIMP, 2D and 3D technologies, Excel and Visio, I will ensure that every manual is easy to read, easy to follow and understandable even for nontechnical readers. I have written several manual for hi-end gadgets such as laptops, cameras and iPhones.

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## PERSONAL SKILLS AND COMPETENCES:

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- Hands-on experience in writing technical manuals
- Sound knowledge of product and process documentation
- Wide knowledge of online help systems
- Familiarity with FrameMaker, HTML and GIMP
- Ability to develop content management systems
- Ability to develop training materials and customer documents

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## EMPLOYMENT AND EXPERIENCE:

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Technical Writer

Radox Laboratories – Stirlingshire

Nov 2012 – Current

- Developed high quality user guides, training materials, and other technical documentations.
- Maintained e-learning systems and online help systems.
- Reviewed and edited existing project documentations.
- Coordinated with Business Analysts and Development team to prepare project documentations.
- Updated user documents with information provided by Manager.
- Worked with Content Writers to develop documentation standards.

Technical Writer

Edwards Limited – Worcestershire

Oct 2011 – Nov 2012

- Coordinated with Project Manager to develop technical and functional specifications.
- Developed user guides based on project requirements.
- Reviewed and updated company documents according to business needs.
- Worked with Quality Assurance team to develop SOP's and quality documents.
- Developed client presentations and provided clerical support to Project Manager when needed.
- Developed system maintenance and troubleshooting manual.

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## EDUCATION:

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BSc (Hons) in Information Systems

Cardiff University of Wales Institute – Cardiff

Oct 2008 – Jun 2011

A Levels in Computing, Mathematics, Physics, English Language

Ayr College – Ayr

Sep 2006 – Jun 2008

GCSEs: Maths, Physics, English Language, Chemistry

Bishop Thomas Grant School – Streatham

Sep 2001 – Jun 2006

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