

Offshore CV Checklist

10 Things Recruiters Look For

A practical quick review guide for offshore, oil & gas, EPC, construction, commissioning and project controls professionals.

Use this checklist before sending your CV for offshore or international engineering roles. A strong technical CV should make your target role, project experience, tools, responsibilities and measurable value easy to understand quickly.

Quick Self-Check

☐	Can a recruiter understand your target role within 10 seconds?
☐	Are your offshore, EPC or project phases clearly explained?
☐	Are your tools, systems and technical keywords easy to find?
☐	Does each main role show responsibilities and real results?

The 10-Point Checklist

1. Clear target role	Your CV should immediately show the type of position you are targeting, such as Planning Engineer, Project Controls Engineer, Commissioning Engineer, Construction Supervisor or Offshore Engineer.
2. Project scope is visible	Recruiters need to understand the project context: offshore/onshore, EPC/EPCI, construction, commissioning, shipyard, brownfield, greenfield, client, country and project scale.
3. Responsibilities are specific	Avoid generic wording. Explain what you planned, coordinated, controlled, reported, reviewed, built, commissioned, inspected or handed over.
4. Tools and systems are easy to find	List relevant tools clearly, such as Primavera P6, MS Project, Excel, Power BI, SAP, completion systems, document control systems or discipline-specific software.
5. Achievements are measurable	Where possible, include measurable outcomes: schedule recovery, progress reporting cycles, manpower forecasting, systems completed, handover support or reporting improvements.

6. Keywords match the target market	Use role-specific keywords from offshore, EPC, construction, commissioning and project controls job descriptions, but only when they reflect your real experience.
7. Technical phases are clear	Show whether your experience covers engineering, procurement, fabrication, construction, pre-commissioning, commissioning, system completion, handover or start-up support.
8. Certifications and compliance are visible	Include relevant certificates, training, safety courses, offshore certificates, language skills, work permits and professional qualifications where applicable.
9. Layout is ATS-friendly and readable	Use a clean format, consistent dates, clear headings and standard section names. Avoid heavy graphics, columns that break parsing, unclear icons or unnecessary personal details.
10. Experience is accurate and credible	Do not exaggerate or invent roles, certificates or achievements. A strong CV presents real experience clearly, professionally and with the right technical focus.

Simple CV Improvement Examples

Use the examples below as a guide for making weak, generic CV statements more specific and recruiter-friendly.

Before	Responsible for project planning and reports.
After	Developed and maintained Primavera P6 schedules for offshore EPC activities, monitored critical-path progress, prepared weekly progress reports and supported recovery planning for project management.
Before	Worked on commissioning activities.
After	Coordinated pre-commissioning and commissioning activities, tracked system completion status, prepared punch-list and progress updates, and supported handover readiness for offshore oil and gas facilities.

Final Review Before Sending

☐	Dates and job titles are consistent.
☐	The CV is tailored to the target role or region.
☐	The first page shows the strongest technical value.
☐	Contact details are professional and up to date.
☐	No unsupported claims, false certificates or exaggerated achievements are included.

Need a specialist review of your offshore or EPC CV?

Submit your CV at offshorecvpro.com for professional CV review, rewriting and career document support.

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