

3 TOP TIPS

- * Relevance
- * Progression
- * Clarity

DIFFERENTIATE

- * Marketing document reflecting the individual
- * Shows a track record
- * brings to the fore achievements that are relevant/pertinent to the role

QUALITY

- * Clarity & ease of reading
- * Honest - level of seniority/geographical
- * Board experience
- * Specific examples of responsibility
- * Competency (clients, corp deals, in depth exp)
- * No room for 'generic'. Be as complete + specific as possible (employment gaps, etc.)

ELEMENTS

- * Profile
(what you are - what you have to offer)
- * Summary of skills/competencies.
(list your skill set so reader can see your strengths)
- * Career & Assignment History
 - one or two line summary about the organisation
 - outline key achievements
 - bullet points can distil complex information + highlight individual points.
 - ensure information is relative to length of assignment
 - make links + demonstrate commercial value of your deliverables.
 - Use 'hot' keywords
 - make sure your CV reflects LI content + vice versa