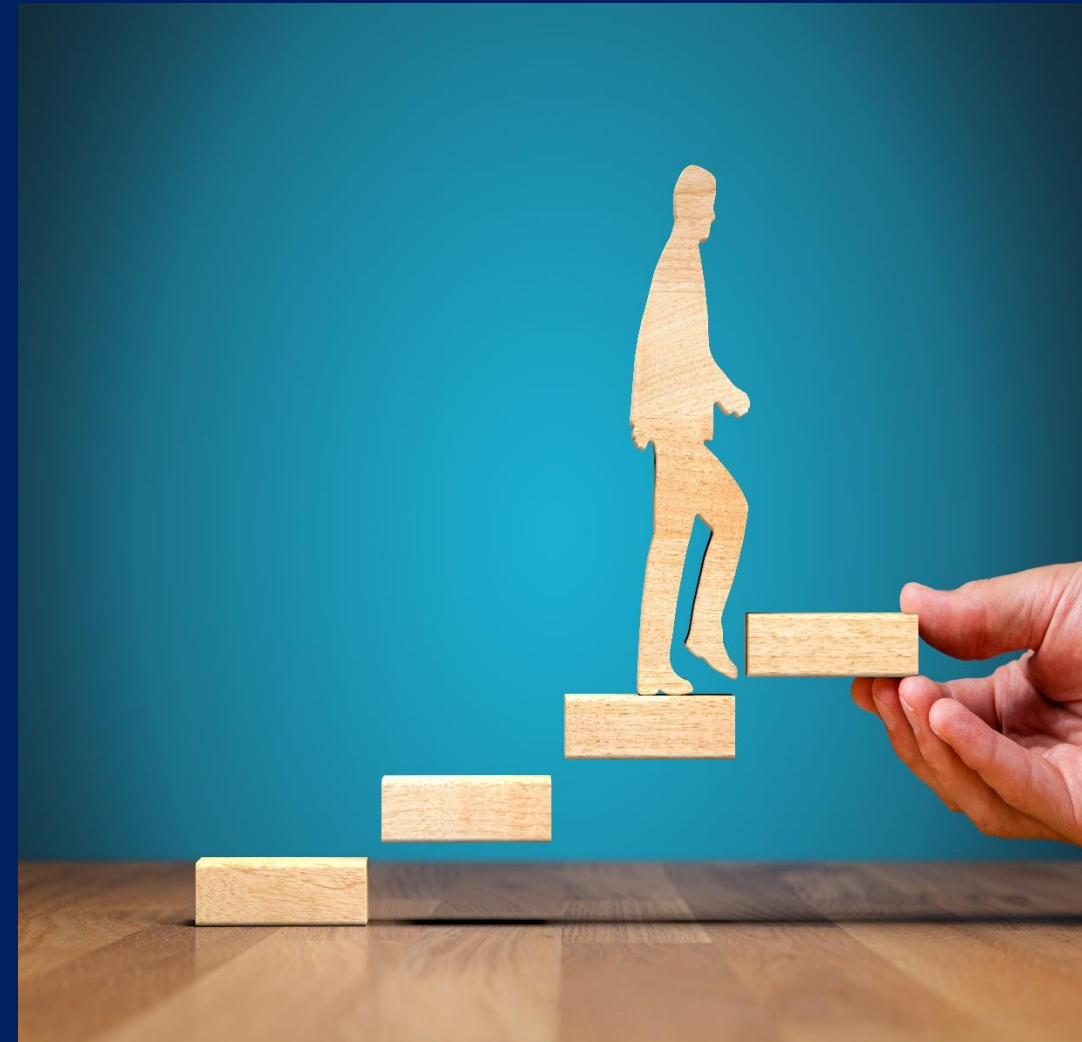




# How to write a successful CV





## Your Hosts for Today...



**Imrah Mughal**  
Career Development and  
Employee Experience Analyst  
**UNDP**



**Alyson Ainsworth**  
Executive Coach and Career  
Management Expert.  
**Fuel50**

# Today's objectives

- Introduction
- CV checklist- what to leave in and out
- CV formats and Sample CVs
- Content of a CV
- LinkedIn VS CV
- Final tips for a successful CV



# Introduction

- The purpose of this section is to get you thinking about your career to date and how to best represent that on your CV.
- Is the CV dead? Will LinkedIn take over? We cover both the CV and LinkedIn in this section. Both are still needed, but the key is keeping them consistent with each other.
- We link to a couple of exercises to help work out what you've enjoyed throughout your career and how to represent that in your CV and LinkedIn profile.
- We recommend that you initially create your CV as a record of what you've done and then start to think about tailoring it for future roles, and this section will help you with that.



# We want to hear from you

How confident are you on how to write/ update your CV?  
(Please select one from the list below)

- Very confident
- Confident
- Unsure
- Low confidence
- No Confidence



# Career appraisal

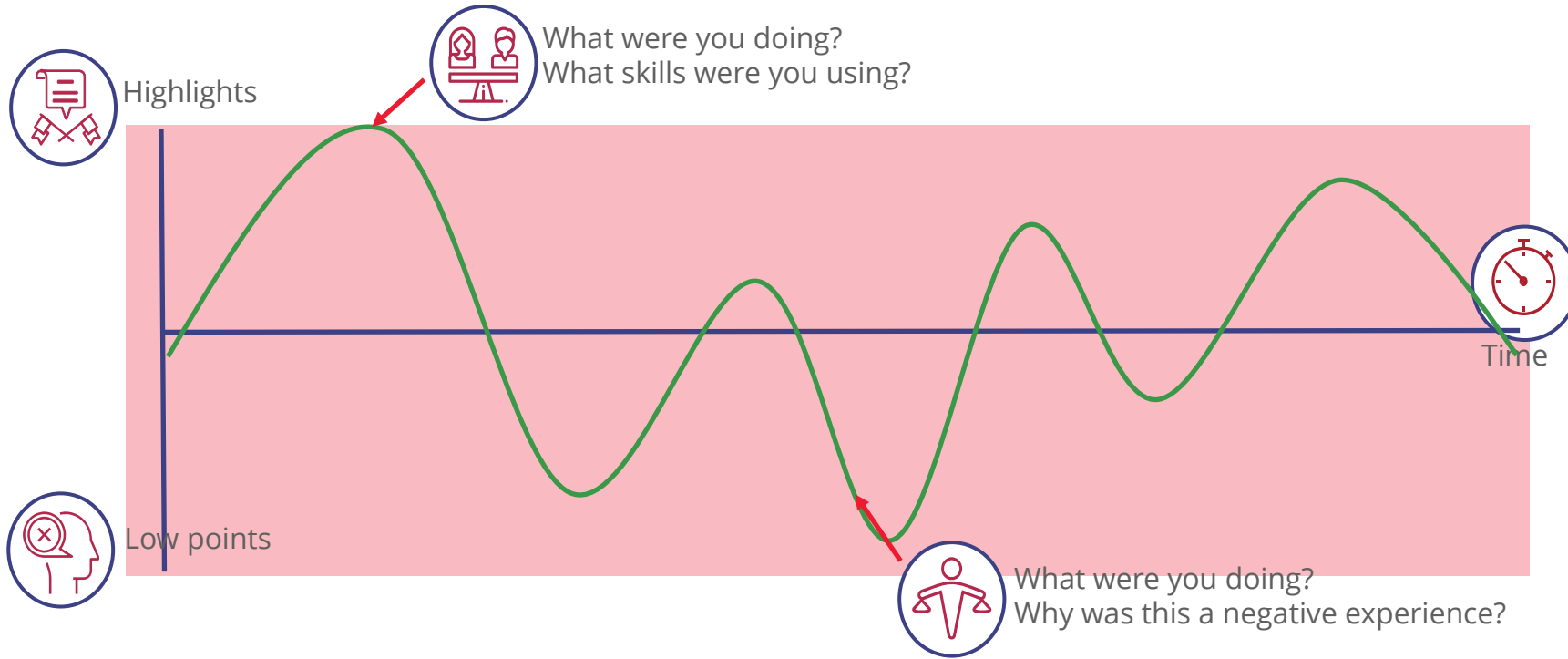
Reviewing your career to date is important to ensure you make decision about your future career.

Starting with your most recent job, think about the following:

- Job title
- Outline of the role
- Key Achievements
- How you felt about these achievement
- Reasons for accepting the role
- Reasons for leaving



# Career lifeline



# Achievements

- Going back to the notes you've started on your most recent role.
- You will have initially written down roughly what you did.
- Now try to identify your achievements in the last role:

> What did you do?

> Timescales/when you did it

> How did you do it?

> Outcome or result





# CV Checklist

You should include:	
Name	Yes
Telephone contact	Yes - Mobile and/or home
Personal email address	Yes
LinkedIn URL	Get this from your profile and paste it to the top of your CV
Career history	Yes
University / college education	Yes
Secondary school	Yes - only if less than 5 years' work experience
Professional memberships	Yes
Knowledge/Key skills section	Some people like to highlight this on their CV as a separate section
Training & development	Yes - if relevant
Publications, research, working groups	Yes
Voluntary work	Yes
Hobbies and interests	Yes - if relevant

You should not include:	
Date of birth	No - unless you have less than 5 years' work experience
Religion	No
Referees	No
Marital Status	No
Sexual Orientation	No
No. of children	No
Political affiliations	No
Reasons for leaving	No
Any conflicts with employer, colleagues, etc.	No
Disabilities/ill health	No- Include in covering letter if affects ability to work
Exaggerations	Don't make up a degree or anything to do with work!
Criminal convictions	No - if required to disclose these then do so in a covering letter or in person, but not on a CV

Possible	
Address	Better to include the location of where you'd like to work
Nationality / rights to work in UK	If appropriate/necessary
Driving licence	If applicable for what you are applying for
Photo	Much debate on this - LinkedIn has them, so why not on a CV?

- Chronological
- Functional (Skilled based)
- P11 UN
- Contractor
- Career gap
- Technical



# Chronological: Ideal layout

1. Name at the top
2. Contact details directly underneath  
(can put both these in Header and embolden and increase size of font)
3. Profile statement
4. Option: skills listing
5. Career history and achievements: most recent first with more detail for previous 7 – 10 years
6. Professional qualifications and training
7. Education (for some roles eg education and law) it can be preferred to be straight after profile statement



# CV Samples

**Name XXXXXXXXXXXX**  
 Address .....  
 Tel Home: ..... Mob: ..... Email: .....

**A PREMISES & FACILITIES DIRECTOR** .....

**OBJECTIVE**  
 Seeking to continue to utilise extensive experience and skills and secure a challenging .....

**AREAS of PARTICULAR SKILL, KNOWLEDGE and EXPERTISE**

**First Area of Expertise**

- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....

**Second Area of Expertise**

- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....

**Third Area of Expertise**

- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....

**Fourth Area of Expertise**

- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....

**Name XXXXXXXXXXXX – Page 2**

**AREAS of PARTICULAR SKILL, KNOWLEDGE and EXPERTISE (Continued)**

**Fifth Area of Expertise**

- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....

**Sixth Area of Expertise**

- Achievement Statement .....
- Achievement Statement .....
- Achievement Statement .....

**CAREER HISTORY**

**2014 – to date:** Company .....  
 A global provider of .....  
**Job Title** .....  
 Promoted following the merger .....

**18 – to date:** .....reporting to the ..... – Staff 42.  
**Job Title** .....  
 Invited to take responsibility ..... reported to ..... – Staff 30.

**2005 – 2014:** Company .....  
 An organisation involved in .....

**Job Title** .....  
 Invited to take responsibility ..... reported to .....

**1999 – 2005:** Company .....  
 An organisation involved in .....

**Job Title** .....

**QUALIFICATIONS**  
 .....

**COURSES**  
 .....

**MEMBERSHIPS**  
 .....

**LANGUAGES**  
 .....



# CV Samples

**FULL NAME - CENTURY GOTHIC SIZE 16 IN CAPS**

ADDRESS/LOCATION: TEL: EMAIL: LINKEDIN:

**PROFILE – HEADINGS = CENTURY GOTHIC SIZE 10 PURPLE IN CAPS**  
Profile text – Century Gothic, size 9, bold, central alignment.

<p><b>SKILLS HIGHLIGHT</b></p> <ul style="list-style-type: none"> <li>Bullet text – Century Gothic, size 9.</li> </ul>	<p><b>CORE COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>Bullet text – Century Gothic, size 9.</li> </ul>
--	---

**CAREER HISTORY**

Employment Years: Company, Location if required – Century Gothic, size 9, bold, purple  
**Job Title – Century Gothic, size 9, bold, white.**

LOGO – save logo from google and insert in this space.

- Bullet text – Century Gothic, size 9.

Employment Years: Company, Location if required – Century Gothic, size 9, bold, purple  
**Job Title – Century Gothic, size 9, bold, white.**

- Bullet text – Century Gothic, size 9.

FULL NAME

Employment Years: Company, Location if required – Century Gothic, size 9, bold, purple  
**Job Title – Century Gothic, size 9, bold, white.**

- Bullet text – Century Gothic, size 9.

LOGO

Employment Years: Company, Location if required – Century Gothic, size 9, bold, purple  
**Job Title – Century Gothic, size 9, bold, white.**

- Bullet text – Century Gothic, size 9.

LOGO

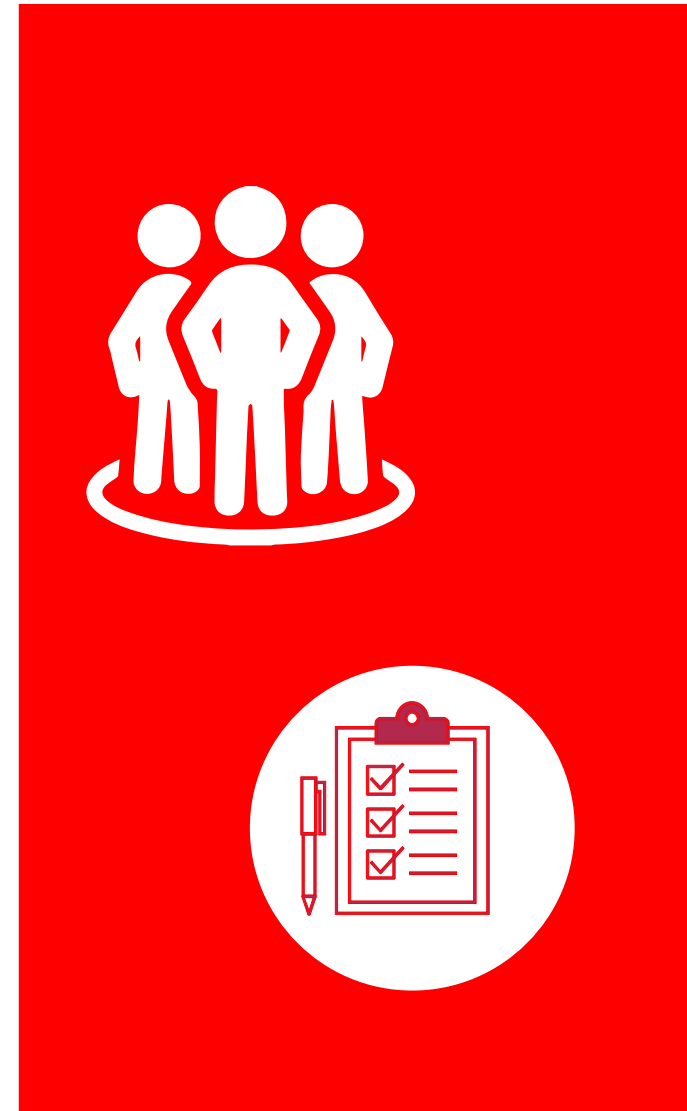
Employment Years: Company, Location if required – Century Gothic, size 9, bold, purple  
**Job Title – Century Gothic, size 9, bold, white.**

- Bullet text – Century Gothic, size 9.

LOGO

**EDUCATION AND QUALIFICATIONS**

Qualification text - Century Gothic size 9, bold – Location – Century Gothic, size 9, Year - Century Gothic size 9, bold



# Skills based: Ideal layout

1. Name at the top
2. Contact details directly underneath (can put both these in Header and embolden and increase size of font)
3. Profile statement
4. Between 3 and 5 sections which breaks your CV down into clear work areas that you have experienced e.g. admin duties, managing people, customer service etc
5. Career history: Organisation, job role and dates. This can be in table format
6. Professional qualifications and training
7. Education (for some roles eg education and law) it can be preferred to be straight after profile statement



# CV Samples

FirstName Surname | Job Title | Location  
 Telephone Number | email address | [LinkedIn URL](#)

Profile statement - this should be around 4 - 5 lines long and **summarise** the key skills, knowledge and experience you have. On your first CV make this general about the most recent role you have and then for subsequent versions, when you are applying for roles **customise** this to use similar language to that of the job advert so that you appeal to the reader.

---

**Skills and Experience**

Key Skill Title (For example Team Leadership)

- Add some bullet points to show your achievements in this skill
- Consider your career as a whole and think of tasks /projects that reflect your experience
- Typically have 3 skill sections which you can rotate depending on the role you are going for

Key Skill Title 2 (For example Training and Development)

- Add some bullet points to show your achievements in this skill
- Consider your career as a whole and think of tasks /projects that reflect your experience
- Typically have 3 skill sections which you can rotate depending on the role you are going for

Key Skill Title 3 (For example Project Management)

- Add some bullet points to show your achievements in this skill
- Consider your career as a whole and think of tasks /projects that reflect your experience
- Typically have 3 skill sections which you can rotate depending on the role you are going for

---

**Career Summary**

List below the company name, job title and dates for the roles you have held throughout your career.

Company Name, Job Title	Year <u>from</u> =
Year to	
Company Name, Job Title	Year <u>from</u> =
Year to	
Company Name, Job Title	Year <u>from</u> =
Year to	

---

**Voluntary Work**

- List any voluntary work or positions you've held
- Consider things like Scout/Guide Leader, School Governor, Fund Raiser, Sports Clubs and so on

---

**Professional Qualifications**

List here any work related qualifications that are relevant to the work you are looking for next

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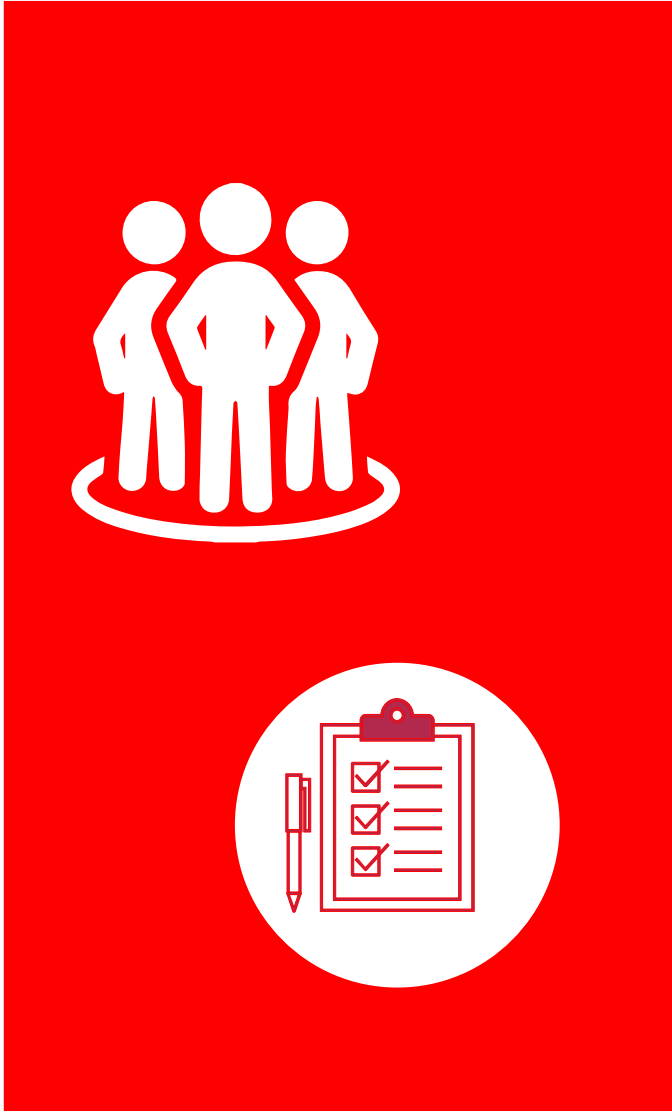
**Education**

Depending on the stage of your career, you can add education here in a format as follows:  
 School or university name, name of course, grades, date

---

**Additional Information**

- Hobbies which may be a good talking point if you have space
- You can include languages, work permits and other such things if relevant to you/the job applying for



# We want to hear from you

On average how long do recruiters/ hiring manager spend looking at someone's CV?  
(Please select on from the list below)

- 60 Seconds or less
- 5 minutes or less
- 15 minutes or less
- More than 15 mins.





# LinkedIn

## Why should you use LinkedIn?

- On-Line presence
- Networking opportunities- with over 200 million people
- Building your brand

## My profile

- Should be a Live document
- A replica of your CV
- Understand LinkedIn groups and how to connect

**SUSTAINABLE DEVELOPMENT GOALS**

**Pierre Noël** · 2nd  
 Manager, Career Development & Employee Experience chez UNDP  
 Copenhagen, Capital Region, Denmark · [Contact info](#)

500+ connections  
 5 mutual connections: Josh Bradbury, Anne Fulton, and 3 others

[Connect](#) [Message](#) [More](#)

**About**  
 "Develop yourself. Develop the World": I am a dedicated Learning & Career specialist with +10 years of experience within Human Resources and Talent Management. In particular, I have extensive experience with New Talent and...

**People Also Viewed**

- Michael Dahl** · 2nd  
Chief, Recruitment, Career and Succession Management at UNDP  
[Connect](#)
- Lisa Fialla Andresen** · 3rd  
Human Resources Associate at UNDP JPO Service Center  
[Message](#)
- Sarah Rose** · 3rd  
Chief, Strategic HR and Performance Policy at United Nations Development...

**SUSTAINABLE DEVELOPMENT GOALS**

**UNDP**  
 International Affairs · New York, NY · 1,653,189 followers  
 See all 22,084 employees on LinkedIn

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**About**  
 The United Nations Development Programme works in nearly 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development... see more

[See all details](#)

# P1 1 United Nations

1. Add all details as set out in the document.
2. Ensure you complete all sections in full and make sure if there are any you are unsure of to contact the hiring manager.
3. More detail the better- Ensure you complete all sections in complete with as much detail as possible. This is used for recruitment within the UN, and will be viewed ahead of your CV.
4. This is a live document and should be updated as and when your career changes or develops.
5. This document is only viewed by the recruitment person and is stored on a secure system.



Personal History Form

INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.

1. Family name (surname) 2. First names 3. Maiden name, if applicable

4. Date of birth (day month year) 5. Place of birth 6. Nationality at birth 7. List all your current nationality(ies) 8. Gender (Male Female)

9. Marital status (Single Married Separated Widow(er) Divorced)

10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations has responsibilities. Do you have/experience any condition/situation which might limit your prospective field of work or your ability to engage in air travel?

No Yes If "Yes" please describe:

11. Permanent address 12. Present address if different from that indicated in box 11 13. Telephone numbers (Home/Mobile; Work) 14. Personal and/or professional e-mail address:

15. Have you any dependents? Yes No If the answer is "Yes", give the following information:

Name	Date of birth	Relationship	Name	Date of birth	Relationship

16. Have you taken up legal permanent residence status in any country other than that of your nationality? No Yes If "Yes", which country(ies)?

17. Have you taken any steps towards changing your present nationality? No Yes If "Yes", explain fully:

18. Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN Common System, including UNDP? Yes No If "Yes", give the following information:

Name	Relationship	Name of Organization & Duty Station

19. Do you have any other (extended) family members employed by UNDP? No Yes If "Yes", give the following information:

Name	Relationship	Name of Unit & Duty Station

20. Would you accept employment for less than six months? Yes No

21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?

22. Languages – indicate mother tongue 1 <sup>st</sup>	Ability to operate in the listed language(s) in a work environment			
	Read	Write	Speak	Understand
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
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	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient

23. For General Service support level posts only, indicate if you have passed the following tests:

UN/ASAT – Administrative Support Assessment Test (formerly known as clerical test):  
No Yes If "Yes", date taken:

UNDP/AFT – UNDP Accountancy and Finance Test: No Yes If "Yes", date taken:

24. EDUCATION: Give full details - NB Please give exact titles of degrees in original language

Degrees claimed in the job application (even if they are not a requirement for the post) must be completed at the time of the application.

UNDP only recognizes degrees and diplomas from educational institutions that have been recognized or otherwise approved by competent authorities at the time that they were obtained. Degrees requiring little or no actual course work, degrees awarded for payment of fees only, and degrees granting substantial credits for "lifetime achievements" or "life/work experience" will normally not be recognized. Incomplete degrees are unacceptable to UNDP, regardless of whether they are associated with a recognized higher educational institution.

A. List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level education first). Give the exact name of the institution and the title of degrees, diplomas, etc. (Please do not translate or indicate equivalent degrees).

Name, place and country	Attended from/to		Degrees / Diplomas obtained	Main course of study	In person or online/remote?
	Mo./Year	Mo. /Year			



Description of your duties and related accomplishments: _____			
Reason for leaving: _____			
FROM Month/Year	TO Month/Year	SALARIES PER ANNUM Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: _____ UN Grade of your post (if applicable): _____ (do not indicate equivalency) Last UN step in your post (if applicable): _____
NAME OF EMPLOYER _____		TYPE OF BUSINESS: _____	
		EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (____%)	
		Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other _____	
ADDRESS OF EMPLOYER _____		NAME OF SUPERVISOR: _____ E-mail Address and Telephone No. of Supervisor: _____	
		Did you supervise staff? If so: Number of professional staff supervised: _____ Number of support staff supervised: _____	
Description of your duties and related accomplishments: _____			
Reason for leaving: _____			
FROM Month/Year	TO Month/Year	SALARIES PER ANNUM Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: _____ UN Grade of your post (if applicable): _____ (do not indicate equivalency) Last UN step in your post (if applicable): _____
NAME OF EMPLOYER _____		TYPE OF BUSINESS: _____	
		EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (____%)	
		Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other _____	
ADDRESS OF EMPLOYER _____		NAME OF SUPERVISOR: _____ E-mail Address and Telephone No. of Supervisor: _____	
		Did you supervise staff? If so: Number of professional staff supervised: _____ Number of support staff supervised: _____	
Description of your duties and related accomplishments: _____			
Reason for leaving: _____			

FROM Month/Year	TO Month/Year	SALARIES PER ANNUM Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: _____ UN Grade of your post (if applicable): _____ (do not indicate equivalency) Last UN step in your post (if applicable): _____
NAME OF EMPLOYER _____			TYPE OF BUSINESS: _____
			EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (____%)
			Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other _____
ADDRESS OF EMPLOYER _____			NAME OF SUPERVISOR: _____ E-mail Address and Telephone No. of Supervisor: _____
			Did you supervise staff? If so: Number of professional staff supervised: _____ Number of support staff supervised: _____
Description of your duties and related accomplishments: _____			
Reason for leaving: _____			
FROM Month/Year	TO Month/Year	SALARIES PER ANNUM Final (gross)	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: _____ UN Grade of your post (if applicable): _____ (do not indicate equivalency) Last UN step in your post (if applicable): _____
NAME OF EMPLOYER _____			TYPE OF BUSINESS: _____
			EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (____%)
			Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other _____
ADDRESS OF EMPLOYER _____			NAME OF SUPERVISOR: _____ E-mail Address and Telephone No. of Supervisor: _____
			Did you supervise staff? If so: Number of professional staff supervised: _____ Number of support staff supervised: _____
Description of your duties and related accomplishments: _____			
Reason for leaving: _____			
FROM	TO	SALARIES PER ANNUM	

Month/Year [ ]	Month/Year [ ]	Final (gross) [ ]	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: [ ] UN Grade of your post (if applicable): [ ] (do not indicate equivalency) Last UN step in your post (if applicable): [ ]	
NAME OF EMPLOYER [ ]			TYPE OF BUSINESS: [ ]	
ADDRESS OF EMPLOYER [ ]			NAME OF SUPERVISOR: [ ] E-mail Address and Telephone No. of Supervisor: [ ]	
Description of your duties and related accomplishments: [ ]			Reason for leaving: [ ]	
FROM Month/Year [ ]	TO Month/Year [ ]	SALARIES PER ANNUM Starting (gross) [ ] Final (gross) [ ]		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: [ ] UN Grade of your post (if applicable): [ ] (do not indicate equivalency) Last UN step in your post (if applicable): [ ]
NAME OF EMPLOYER [ ]			TYPE OF BUSINESS: [ ]	
ADDRESS OF EMPLOYER [ ]			NAME OF SUPERVISOR: [ ] E-mail Address and Telephone No. of Supervisor: [ ]	
Description of your duties and related accomplishments: [ ]			Reason for leaving: [ ]	
FROM Month/Year [ ]	TO Month/Year [ ]	SALARIES PER ANNUM Starting (gross) [ ] Final (gross) [ ]		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: [ ] UN Grade of your post (if applicable): [ ] (do not indicate equivalency) Last UN step in your post (if applicable): [ ]
NAME OF EMPLOYER [ ]			TYPE OF BUSINESS: [ ]	
ADDRESS OF EMPLOYER [ ]			NAME OF SUPERVISOR: [ ] E-mail Address and Telephone No. of Supervisor: [ ]	
Description of your duties and related accomplishments: [ ]			Reason for leaving: [ ]	
FROM Month/Year [ ]	TO Month/Year [ ]	SALARIES PER ANNUM Starting (gross) [ ] Final (gross) [ ]		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: [ ] UN Grade of your post (if applicable): [ ] (do not indicate equivalency) Last UN step in your post (if applicable): [ ]
NAME OF EMPLOYER [ ]			TYPE OF BUSINESS: [ ]	
ADDRESS OF EMPLOYER [ ]			NAME OF SUPERVISOR: [ ] E-mail Address and Telephone No. of Supervisor: [ ]	
Description of your duties and related accomplishments: [ ]			Reason for leaving: [ ]	

ADDRESS OF EMPLOYER [ ]		EMPLOYMENT TYPE: Full time: <input type="checkbox"/> ( ) Part Time: <input type="checkbox"/> ( ) %	
Description of your duties and related accomplishments: [ ]		Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA / IC <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other [ ]	
Reason for leaving: [ ]		NAME OF SUPERVISOR: [ ] E-mail Address and Telephone No. of Supervisor: [ ]	
Description of your duties and related accomplishments: [ ]		Did you supervise staff? If so: Number of professional staff supervised: [ ] Number of support staff supervised: [ ]	
FROM Month/Year [ ]	TO Month/Year [ ]	SALARIES PER ANNUM Starting (gross) [ ] Final (gross) [ ]	
NAME OF EMPLOYER [ ]		TYPE OF BUSINESS: [ ]	
ADDRESS OF EMPLOYER [ ]		NAME OF SUPERVISOR: [ ] E-mail Address and Telephone No. of Supervisor: [ ]	
Description of your duties and related accomplishments: [ ]		Reason for leaving: [ ]	
29. Have you any objections to our making inquiries of: (a) your present employer? No <input type="checkbox"/> Yes <input type="checkbox"/> (b) your previous employers? No <input type="checkbox"/> Yes <input type="checkbox"/>			
30. Are you now, or have you ever been, a national civil servant in your government? No <input type="checkbox"/> Yes <input type="checkbox"/>			
If "Yes", Indicate dates of service: [ ] Functions: [ ] Country: [ ]			
31. References: list three persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference			
UNDP will not seek a reference from your <i>current</i> employer without obtaining prior consent. However, please note that UNDP may seek references from your former employers.			
Full Name	Full Address, including E-Mail Address and Telephone Number	Name of Organization, Business or Occupation	

<p>32. State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality</p>		
<p>33. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?          No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", give full particulars of each case in an attached statement</p>		
<p>34. Have you ever had disciplinary measures imposed on you, including dismissal or separation from service, on the grounds of misconduct?          No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", give full particulars of each case in an attached statement.</p>		
<p>35. Have you ever been separated from service on the grounds of unsatisfactory performance?          No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", give full particulars of each case in an attached statement.</p>		
<p>36. I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNDP.</p> <p>In connection with this application, I authorize former employers and educational institutions to release information about my background to UNDP or its agent. My signature below releases the aforesaid parties providing information about me from any liability whatsoever in collecting and disseminating the information obtained.</p> <p>DATE: _____ SIGNATURE: _____</p>		
<p><b>Note:</b></p> <p>Applications for employment at UNDP must include a completed and signed Personal History form (P.11). By submitting a Personal History form, the applicant authorizes UNDP or its agent to verify and validate all information provided in the P.11. The P.11 form is not valid without signature. The signed P.11 form serves to release any party cited in the form from any liability whatsoever for releasing information to UNDP or its agent.</p> <p>You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP.</p> <p>If Degrees/Certificates are in foreign language, you may be required to provide official English translation at time of request.</p>		

# Profile statement

- At the top of your CV, but often easier to write once you've written the rest of the document.
- Ideally 4 or 5 lines long, and it summarises your key skills and experience.
- Try to produce something that is focused on what you are looking to do next.
- Ideally, you will tailor your CV for every role you go for, and that applies to the profile statement as well.





# Examples of profile statements

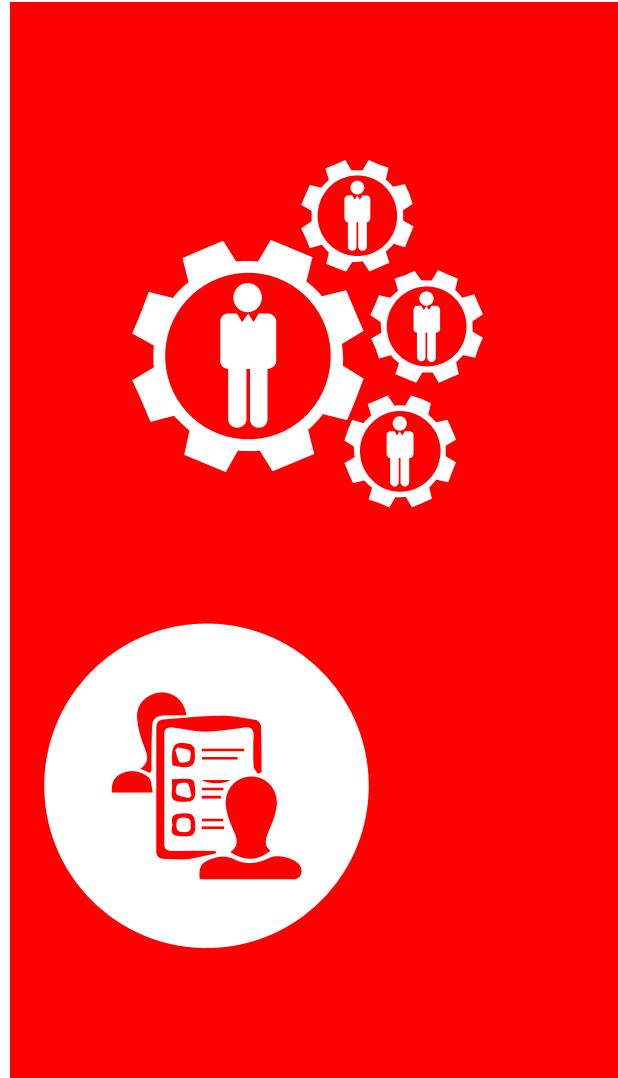
## Personal Profile

Experienced International Human Resources Leader passionate about contributing to the Agenda 2030. Currently serving as the Chief, Strategic Talent Management at the United Nations Development Programme, leading the design and delivery of People Strategies and Programs for our people in over 150 countries related to Talent Management and Mobility, Career and Succession Management, Leadership Assessments and Selections, Diversity and Inclusion.



# Optional Sections

- Skills Listing
- Education
- Professional development
- Volunteering
- Personal information



- Reminder again - tailor your CV for each specific role
- Produce a well organised professional document
- Check and re-check to ensure correct grammar and punctuation
- Two pairs of eyes - ask someone to check it before it gets sent out
- Once you're happy with your CV, update LinkedIn to match it - ensure consistency between the two





# Thank You!

For any further questions, reach out to us on:

**E-mail:** [career.development@undp.org](mailto:career.development@undp.org)



**Yammer:** Career Development & Experience

Or visit our intranet page on:

<https://undp.sharepoint.com/teams/TalentDevelopmentHub>