



How to write a successful CV

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Welcome



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Fuel50

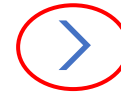
Today's objectives


- Introduction
- CV checklist- what to leave in and out
- CV formats and Sample CVs
- Content of a CV
- LinkedIn VS CV
- AI's impact on your CV
- Final tips for a successful CV

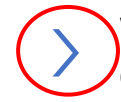


Introduction

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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.
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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.



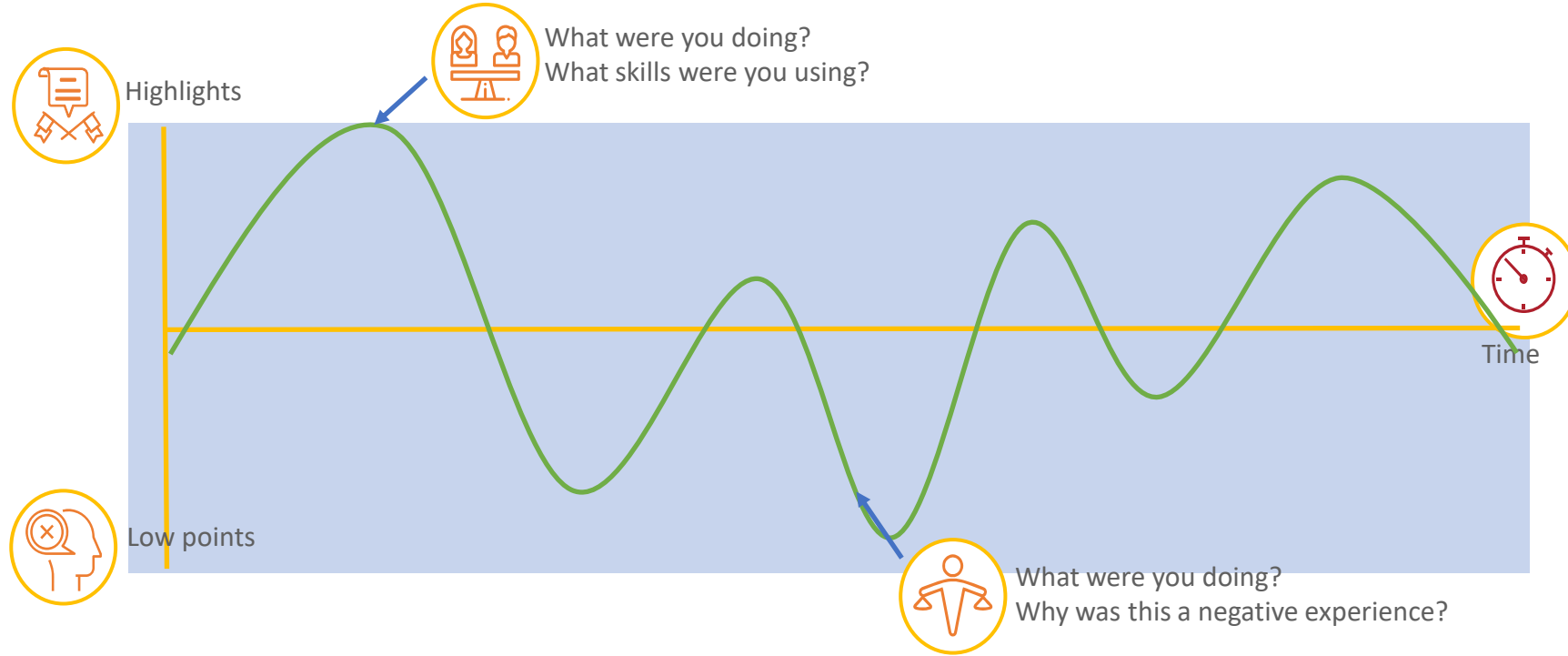
Reviewing your career to date is important to ensure you make decision about your future career.

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?

CV format

- 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 XXXXXXXXXXXXX
Address :XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Tel Home: XXXXXXXXXXXX Mob: XXXXXXXXXXXX Email: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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 XXXXXXXXXXXXX – 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

18 – to date: Job Title

Promoted following the merger

14 – 2018: Job Title reporting to the – Staff 42.
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>SKILLS HIGHLIGHT</p> <ul style="list-style-type: none"> Bullet text – Century Gothic, size 9. 	<p>CORE COMPETENCIES</p> <ul style="list-style-type: none"> Bullet text – Century Gothic, size 9.
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CAREER HISTORY

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 – save logo from google and insert in this space.

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

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



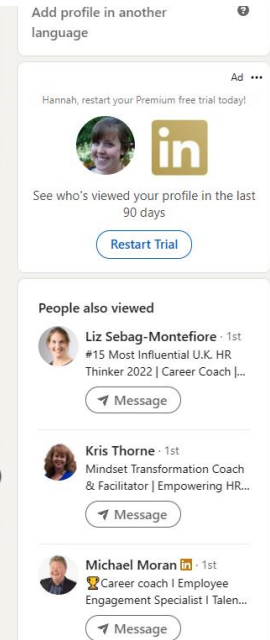
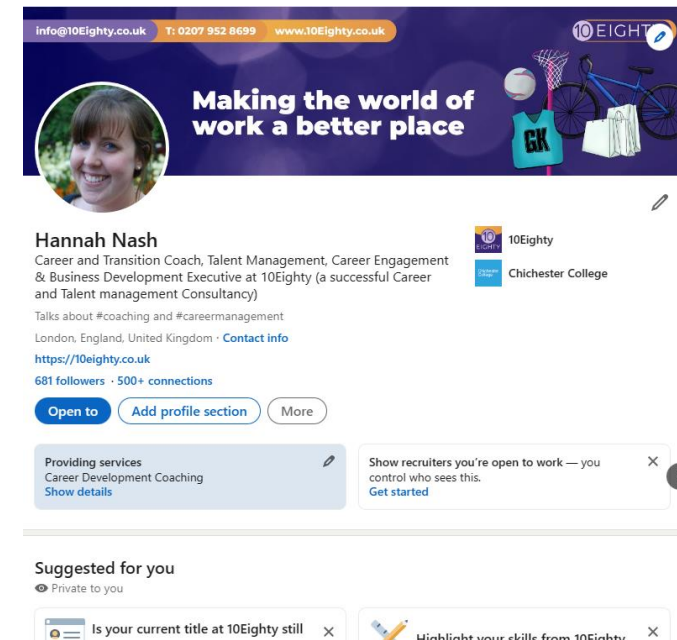
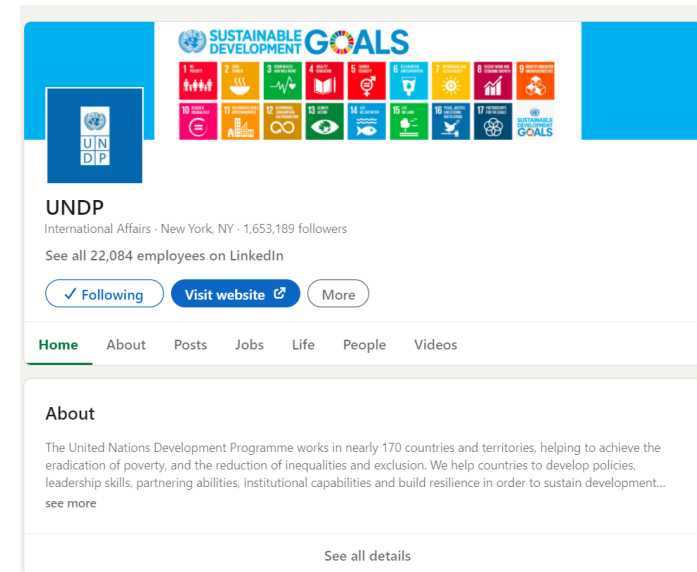
LinkedIn

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



P11- 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 st	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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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			

B. Post-qualification training courses / learning activities

Name, place and country	Type	Attended from/to Mo./Year Mo./Year	Certificates or Diplomas obtained	In person or online/remote?

C. UN Language Proficiency Exams (if any)

D. UNDP Certification Programmes (if any)

25. List membership of professional societies and activities in civic, public or international affairs

26. List any significant publications you have written (do not attach them) or any special recognitions you have received

27. Have you already been issued a UN Index Number? No Yes If "Yes", please indicate this number: _____

28. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross salary per annum and indicate currency for your last or present post.

Are you a current or former UNV? Yes No If "Yes", please indicate roster number: _____

A. PRESENT POST (Last post, if not presently employed)

FROM Month/Year	TO Month/Year	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: _____
		Starting (gross)	Final (gross)	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 Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC <input type="checkbox"/> 200 series Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV <input type="checkbox"/> ALD/300 series Continuing <input type="checkbox"/> SSA / IC <input type="checkbox"/> Other _____		
		ADDRESS OF EMPLOYER: _____		
		NAME OF SUPERVISOR: _____ E-mail Address and Telephone No. of Supervisor: _____		
		Do/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: _____				

B. PREVIOUS POSTS (In reverse order i.e. most recent post first)

FROM Month/Year	TO Month/Year	SALARIES PER ANNUM		FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: _____
			Final (gross)	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 Permanent <input type="checkbox"/> FTA <input type="checkbox"/> SC <input type="checkbox"/> 200 series Indefinite <input type="checkbox"/> TA <input type="checkbox"/> UNV <input type="checkbox"/> ALD/300 series Continuing <input type="checkbox"/> SSA / IC <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 _____	
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ADDRESS OF EMPLOYER _____		NAME OF SUPERVISOR: _____ E-mail Address and Telephone No. of Supervisor: _____	
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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 _____
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Did you supervise staff? If so: Number of professional staff supervised: _____ Number of support staff supervised: _____			
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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 _____
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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): _____
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Month/Year	Month/Year	Starting (gross)	Final (gross)	
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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: _____
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Reason for leaving: _____				
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Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS: _____

ADDRESS OF EMPLOYER		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 _____		
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		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): _____
Month/Year	Month/Year	Starting (gross)	Final (gross)	
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: _____				
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>Note:</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

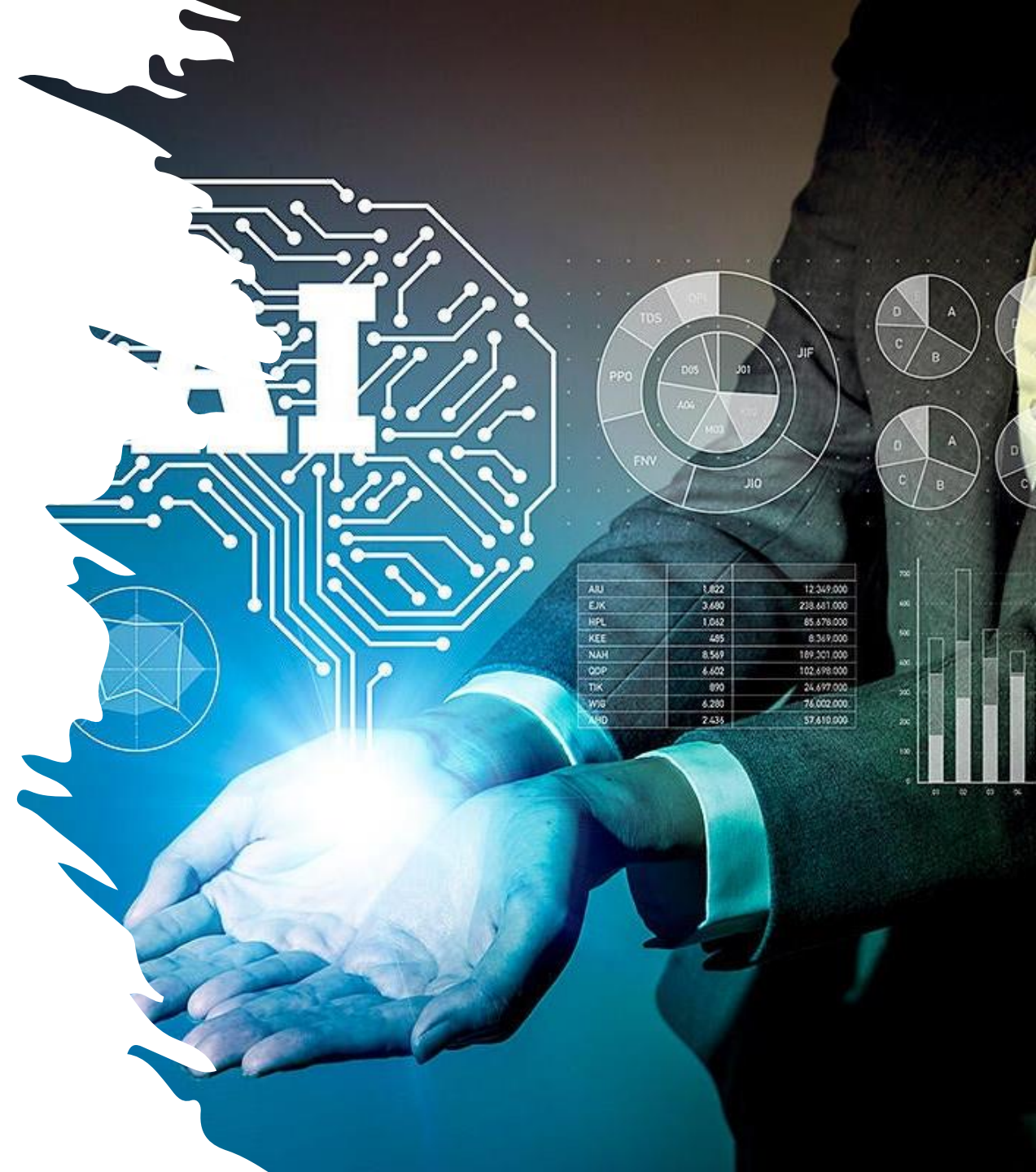


Ensuring your CV is A.I functioning

Applicant tracking system software provides recruiting and hiring tools for companies.

Top tips to make your CV ATS proof:

- Carefully tailor your CV to the job description every single time you apply.
- Optimize for ATS search and ranking algorithms by matching your keywords to the job description.
- Use both the long-form and acronym version of keywords (e.g. “Master of Business Administration (MBA)” or “Search Engine Optimization (SEO)”) for maximum searchability.
- Don’t use tables or columns as they often cause major parsing errors.
- Use a traditional CV font like Helvetica, Garamond, Georgia, Calibri, Arial, Verdana.
- Read this article to know more: <https://www.jobscan.co/blog/8-things-you-need-to-know-about-applicant-tracking-systems/>



- 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





We offer a rich set of career development opportunities to help you grow in your career.

[Learn more >](#)



[UNDP Career Management Framework](#)



[UNDP Global Mentoring Programme](#)



[Career Development Plan Tool](#)



[Career Conversations Toolkit](#)



[Career Labs](#)



[UNDP SPARK Programme](#)



[Virtual Development Assignment Programme](#)



[UNDP Career Journey Podcast](#)



[Mentoring at UNDP](#)



UNDP Career Week 2023 Agenda

12 June - 16 June

	Continuous Learning	Moving your career to the next level - part 1	Mentoring & Networking	Moving your career to the next level - part 2	Career Clinics
Time CEST	Monday, 12 June	Tuesday, 13 June	Wednesday, 14 June	Thursday, 15 June	Friday, 16 June
4am-5am				Conversation on Career Mobility	
9am -10am		How to write a successful CV (Career Labs)	Why mentoring is a powerful resource for career development (Career Labs)	Preparing for Competency-Based Interviews (Career Labs)	Career Clinic - Power up your Career
10am -11am	Opening of Career Week - The New Rules for Career Growth	Conversation on UNDP's Learning Platforms (English)	Careers of UNDP - a Leadership Journey	Ask Me Anything - Overview of Contractual Modalities in UNDP	Career Clinic - How to boost your job applications
11am-12am	Conversation on Learning at UNDP - Where and how to learn	Comment rédiger un CV réussi (Career Labs)	Pourquoi le mentorat est une ressource puissante pour le développement de carrière (Career Labs)	Préparation aux entretiens basés sur les compétences (Career Labs)	Career Clinic - My interview my opportunity
12am-1pm	Break				
1pm-2pm	Conversation sur les plateformes d'apprentissage du PNUD	Conversation on Career Mobility	Having great career conversations: tips and tricks (People Managers)	Careers of UNDP - a PSA Journey	Career Clinic - How to boost your job applications
2pm-3pm	Conversation on a UNDP onboarding story - behind the scenes		Conversation on Navigating your Career in a World of Bias	Fellowships & internships at UNDP - How it can Boost Your Employability	Career Clinic - My interview my opportunity
3pm - 4pm		Ask Me Anything - Overview of Contractual Modalities in UNDP	Conversation on Mastering Online Networking		Career Clinic - Power up your Career
4pm-5pm		Careers of UNDP - a Leadership Journey	Conversation on Talent Review	Conversation on Compassionate Leadership through Mindfulness	
5pm - 6pm	Careers of UNDP - a G to P Journey				
6pm - 7pm	Cómo escribir un CV exitoso (Career Labs)	Preparandose Para una Entrevista Basada en Competencias (Career Labs)	Un vistazo a las plataformas de aprendizaje del PNUD (Spanish)	Porque la Mentoría es un recurso poderoso para el desarrollo profesional (Career Labs)	

The slides and respective recording and other resources will be shared on our dedicated [SharePoint page](#).

Please fill in the [evaluation survey](#). Your feedback is much appreciated for improving our work and your career experience.