

HOW TO: CREATE AN AMAZING CV

THE WORKBOOK



GETTING THE BASICS RIGHT

THE BASICS

Fill in the basic information that will go at the top of your CV.

NAME:

EMAIL:

PHONE #:

LINKEDIN:

PORTFOLIO:

CV HEADLINE

A CV headline isn't required but can help grab the reader's attention and convince them to keep reading. Note that what you jot down here won't be your finished resume headline, just some thoughts to get you started.

Job titles that describe you:

Think of actual titles you've had as well as titles you'd want.

Phrases that describe key experience or achievements:

Write down the ones that are most relevant to the kind of position you're interested in. If you're not sure what that is, write down the things you're most proud of.

DESIGNING YOUR STORY

WHAT MAKES ME PERFECT FOR THIS ROLE

You should always think about what you've done in relation to the role you're applying for and how it matches up with what they're looking for. Here is a chance for you to list out the 3 experiences or skills that make you great for it (and a bonus one for good measure).

1.

2.

3.

4.

THE NARRATIVE I'M TELLING

Thinking about the story that you want to tell, what is the story that makes you perfect for this role?

THE VALUE I CAN ADD

CVs are all about demonstrating value. What value do you think you can add to this employer? What achievements can you point to in your past that prove it?

PROFESSIONAL EXPERIENCE

WORK & PROFESSIONAL EXPERIENCE

This is probably the meatiest part of your resume. List all the jobs you've had, starting with the most recent and working backward. Which are most applicable and transferable to your target positions?

Current or most recent role

Job title:

Org name:

Dates held:

Location:

What are / were your core responsibilities? (list in bullet point format)

What did you achieve in this role? What are you most proud of?

What skills did you use in this role (soft skills or technical skills)?

PROFESSIONAL EXPERIENCE

WORK & PROFESSIONAL EXPERIENCE

Previous position #1:

Job title:

Org name:

Dates held:

Location:

What are / were your core responsibilities? (list in bullet point format)

What did you achieve in this role? What are you most proud of?

What skills did you use in this role (soft skills or technical skills)?

PROFESSIONAL EXPERIENCE

WORK & PROFESSIONAL EXPERIENCE

Previous position #2:

Job title:

Org name:

Dates held:

Location:

What are / were your core responsibilities? (list in bullet point format)

What did you achieve in this role? What are you most proud of?

What skills did you use in this role (soft skills or technical skills)?

PROFESSIONAL EXPERIENCE

WORK & PROFESSIONAL EXPERIENCE

Previous position #3:

Job title:

Org name:

Dates held:

Location:

What are / were your core responsibilities? (list in bullet point format)

What did you achieve in this role? What are you most proud of?

What skills did you use in this role (soft skills or technical skills)?

PROFESSIONAL EXPERIENCE

WORK & PROFESSIONAL EXPERIENCE

Previous position #4:

Job title:

Org name:

Dates held:

Location:

What are / were your core responsibilities? (list in bullet point format)

What did you achieve in this role? What are you most proud of?

What skills did you use in this role (soft skills or technical skills)?

EDUCATION

Write down schools, programmes or relevant online courses starting with the most recent and working backward.

Current or most recent education:

Degree / course title:

School name:

Dates* / location:

Honours or awards:

Major achievements or projects:

Relevant coursework:

Previous education:

Degree / course title:

School name:

Dates* / location:

Honours or awards:

Major achievements or projects:

Relevant coursework:

EDUCATION

Write down schools, programmes or relevant online courses starting with the most recent and working backward.

Previous education:

Degree / course title:

School name:

Dates* / location:

Honours or awards:

Major achievements or projects:

Relevant coursework:

Previous education:

Degree / course title:

School name:

Dates* / location:

Honours or awards:

Major achievements or projects:

Relevant coursework:

EXTRACURRICULAR ACTIVITIES

VOLUNTEERING EXPERIENCE

If you've done any volunteering start with the most recent and working backward. Unpaid experience can be just as valuable as paid experience, so think about it just as you did your past jobs above.

Most recent volunteering experience:

Role title (could be "volunteer" or something specific):

Org name:

Dates:

Location:

What were your core responsibilities? (list in bullet point format)

What did you achieve in this volunteering role? Any specific results?

What skills did you use or gain in this role (soft skills or technical skills)?

EXTRACURRICULAR ACTIVITIES

VOLUNTEERING EXPERIENCE

Other/previous volunteer experience:

Role title (could be "volunteer" or something specific):

Org name:

Dates:

Location:

What were your core responsibilities? (list in bullet point format)

What did you achieve in this volunteering role? Any specific results?

What skills did you use or gain in this role (soft skills or technical skills)?

EXTRACURRICULAR ACTIVITIES

PERSONAL PROJECTS

If you've done any personal projects, side hustles or any other extracurricular activities, list them out here.

Personal project #1:

Project title / description:

Dates:

Location:

What did you do as part of this project?

Are there any key achievements or milestones?

What skills did you use or gain (soft skills or technical skills)?

EXTRACURRICULAR ACTIVITIES

PERSONAL PROJECTS

Personal project #2:

Project title / description:

Dates:

Location:

What did you do as part of this project?

Are there any key achievements or milestones?

What skills did you use or gain (soft skills or technical skills)?

SKILLS AND STRENGTHS

FOCUSING ON YOUR SKILLS

Your CV should always focus on tangible achievements and experiences to demonstrate how you can add value to the job you're applying for.



Relevant skills:

Look at the job you're applying for, now list out all the relevant skills you have for this role.

Technical skills:

List any technical skills you have. Think about tools, programmes, and software you've used. It can help to jot down a few notes about where and how you used each skill.

SKILLS AND STRENGTHS

FOCUSING ON YOUR SKILLS

Personality traits + soft skills:

Whilst you shouldn't be overly reliant on soft skills, highlighting these and your core personality traits can help to shape your narrative and show cultural fit or alignment to the organisation.

Language skills:

List any languages you speak, read, or write, and indicate your level (fluent, proficient, basic, etc.)

Professional certifications

In some fields, professional certifications are common and expected. If you have any certifications, write them down here.

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HOBBIES, INTERESTS, & MORE

HOBBIES & OTHER INTERESTS

What else are you passionate about? How have you pursued those hobbies and interests? Focus especially on any hobbies or interests that are related to the role or industry.

Most proud of:

List out a few things you are very proud of, it might be a mix of professional and personal accomplishments.

Groups or associations

List out any professional groups or associations you might be a part of. Could be anything that's meaningful to you, from meetup groups to book clubs, anything important or relevant.

FILL IN THE GAPS

WHERE ARE THE GAPS?

Looking at the role and your own experiences, are there any gaps between the skills or experiences they're looking for and what you can demonstrate easily? If so, list them here.

FILL IN THE GAPS

Looking at your list above, come up with a few ways you could fill in the gaps. Whether through online learning, trying something new, signing up for a short course, or showing intent.












ADDRESS THE GAPS

If there are any gaps in your work history, note down how you used that time. Anything you want to include in your CV?

CHECKLIST

ARE YOU READY TO SUBMIT YOUR CV?

You've gone through the course, you've noted down everything you need to include on your CV. Now all that remains is the final checks before you submit.

-  I've read the job description carefully and matched the language and skills they're looking for.
-  I've removed all buzzwords from my CV & replaced them with quantifiables.
-  I've included a snappy headline that matches the role needs / title.
-  I've included no more than 3 bullets per experience, no more than 2 lines per bullet point, and the font is no smaller than 10.
-  I've replaced daily tasks with instances where I went above and beyond what was required.
-  I've included extracurricular activities / projects / experience that showcase my interest and self-motivation.
-  I've shared my CV with a trusted friend or mentor and they believe it fits the role and the skillset required for the role.
-  I've triple-checked spelling and grammar usage.
-  I've added elements of my personality into the CV, it is not boring to look at or read.
-  I've taken out everything that is not specifically relevant to this role or supportive of my application.
-  I've double checked my contact information is correct.