

Your CV Critique

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to me

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Hi YU-CHENG,

This free CV critique is intended to give you an honest, straightforward assessment and some suggestions to help in your job search. I'm able to offer insight into how you compare to other job seekers competing for the same positions because I personally review hundreds of CVs each month.

Visual Presentation and Organisation

The look and feel of your document do not convey "experience" as much as your actual accomplishments do. Your CV is the first impression a potential employer has of you. Treat it like your personal marketing tool.

However, your use of bullets is splendid! They help the employer zero in on important pieces of details, and also break up long sections of text. At the same time, you shouldn't have too many bullets that it makes your CV difficult to read!

CV Writing

Your career summary is modern, defines you as a professional, and covers those areas most relevant to your career level and job target. This is a key component to compel the hiring manager to keep reading and yours is just the right length.

Based on how the CV is phrased, you could be perceived as a "doer," as opposed to an "achiever." A few too many of your job descriptions are task-based rather than results-based. This means that they tell you what you did, instead of what you achieved. This is a common misstep for non-professional CV writers. To be effective and create excitement a good CV aids the hiring executive envisage you delivering similar achievements at his or her company. Here are some examples of task-based sentences in your CV:

- “Organised 2 cross-functional meetings and proposed new business solutions to CEO and vice presidents”
- “Collaborated with a BASIS team in the upgrade process from SAP ECC to S/4 HANA to assure the correctness of code”

Employers want to learn about your previous achievements and specifically how you've helped make an impact. More importantly, they want to know how you are going to make a significant difference at their organisation.

In reading your CV, I did not find the kind of active language that would bring your work to life. Instead, I **saw passive words and non-action verbs**.

Phrases like “**managed**” and “**Collaborated with**” are monotonous, overused, and add little value to your CV. Strong action verbs, used with engaging language to outline outstanding achievements, are essential parts of a soundly-built CV.

Now, let's see how to put this into practice. Here's a real life sample taken from a former client's CV. By changing the language, we helped to enhance the perception of the job-seeker.

- **Passive language / Doing:** “Negotiated contracts with vendors”
- **Action language / Achieving:** “Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.”

An adjustment like this makes a big improvement.

A regular review of every word and sentence in your CV is an important thing to do, especially if you're the only one looking at it. Hiring managers are looking for an excuse to eliminate you as a candidate. You may not be able to see awkward phrases and grammatical errors if you've already spent too much time with your own CV.

Digital Readiness

Your CV is saved in PDF format. 19% of CVs look like yours. While this may make viewing consistent for recruiters, **some older Applicant Tracking Systems (ATS) might not be able to correctly parse this**. You might want to consider converting your document to a Microsoft Word file.

CV Scan Test Results

93% of all Hiring Managers use CV scanning software called **applicant tracking systems (ATS)** to filter candidates from the application pool. To illustrate how you stand up to the automation, I passed your CV through the very same software that Hiring Managers use to filter the real talent from the hundreds, *sometimes thousands*, of candidates that apply for a single open position.

Continue below to view how applicant tracking systems present you...



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WE'RE HERE TO HELP

Questions about the CV Rewriting process? See our [Frequently Asked Questions](#) or [send us an](#)

[email.](#)

The raw data, *pulled directly from your CV.*

“ YU-CHENG LIAO's experience appears to be concentrated in Information Technology / ERP and CRM, with exposure to Human Resources / Diversity & Inclusion. YU-CHENG LIAO's experience appears to be LOWER-TO-MID LEVEL, with about 3 years of experience, with no management experience. ”

DOES THIS LOOK LIKE YOU?

The content of this section has been pulled directly from your CV by an [applicant tracking system](#) that is used by many Fortune 500 companies. If this is not a proper representation of who you are as a candidate, we're here to help.

Full Name

YU-CHENG LIAO

Most Recent Employer

SOE Technology Inc

Most Recent Professional Position

Associate System Analyst

Contact Info

+44 (0) 7864772586

ramonliao.yc@gmail.com

Location

NOT FOUND ?

Experience

3 total years

Most Recent Education

University of Leeds

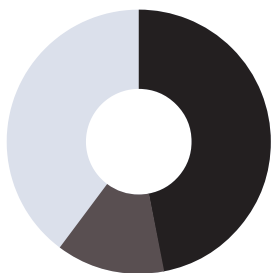
Management Score

0/100 ?

What the Tracking Systems think of you as an Applicant

Hiring Managers use [applicant tracking systems \(ATS\)](#) to automatically designate a **Best Fit** based on your experience level and the kinds of keywords spread throughout your CV. The Applicant Tracking System (ATS) will also assign a weighted score to **Key Skills & Competencies** from your CV to paint a picture of who you are as a potential employee.

I passed your CV through the very same software that hiring managers use. *Here is how your CV stacks up...*



WHERE THE APPLICANT TRACKING SYSTEM (ATS) THINKS YOU FIT:

47% Information Technology

13% Human Resources

40% Other Professional Industries

Does this properly describe the career you're pursuing?

If not, [check out real-life examples](#) where we helped someone change their story.

TOP KEYWORDS & SKILLS

employee resource group

enterprise resource planning erp sap

civil engineering

OTHER CORE COMPETENCIES

electrical engineering system integration finance

integration integrator inventory sql

LESS WEIGHTED SKILLS

solutions abap css data analyst data science

data services database

Is this the skillset that you want to convey to employers?

If not, [email me!](#) I'm here to help you land more interviews so you can get more job offers.

Recommendations & Next Steps

YU-CHENG, for a professional with 3 years of experience, your CV undersells you. This is the most important tool in your job search and it needs to clearly communicate your expertise, unique experience, accomplishments, and career goals.

HERE ARE THE MAJOR ISSUES HOLDING YOUR CV BACK:



Show the outcomes of your efforts. Your CV focuses too much on what you've done, not what you've achieved.



Your CV does not make a strong visual impression. Your CV should appear clean, uncluttered, and appealing to the eye.



Your CV needs to include more keywords and skills to help position you as a

stronger candidate.



TopCV writers are experts at fixing these kinds of problems. Consider working with a professional writer to get a CV that sets you up for success.

Get an expert to rewrite your CV

I hope you find my feedback helpful. Please let me know if you have any questions. At TopCV, we're here to help you navigate your job search and get your CV noticed. We're rooting for you!

Thank you,



Andrew Bennett

CV Expert, TopCV

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Our critiquers are always striving to improve!
How helpful was **Andrew's** critique?



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