Hyperiondev

Build Your Brand

Building Your Professional Future

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Take note!

A reminder of the important dates – By **2 February 2025**, you should record an **invite to an interview** (if seeking employment) **or** a self-employment declaration (if seeking to be self-employed) at **www.hyperiondev.com/outcome8**. Additionally, you should record an **offer of a job** (if seeking employment) or evidence of obtaining **new work/contracts** (if self-employed or seeking to be) at **www.hyperiondev.com/finaloutcome8** by **30 March 2025**. Please record these milestones as soon as you reach them.

A **limited** number of co-certifications will be awarded based on your achievement of all **four criteria** for successful completion of this Skills Bootcamp.

BYB Task 2: Building Your Professional Future

A strong professional brand sets you apart from others in your field by clearly defining the unique value you bring to the table. It helps establish you as an expert or thought leader in your area of specialisation. Consistent messaging across your CV, LinkedIn, and other platforms reinforces your professional identity.

It is important to define your brand by identifying your strengths, values, and unique skills to understand how you want to be perceived professionally. Equally important is to ensure that your CV, LinkedIn profile, and other professional materials align with your brand and message.

Utilising networking to increase visibility and connect with others who can support and advocate for your professional brand helps you create a comprehensive and compelling representation of yourself, which can significantly enhance your career opportunities and professional growth.

Introduction

Building and maintaining a strong professional brand is crucial for career advancement and success. Components such as your CV, LinkedIn profile, networking strategy, and

professional branding play a vital role in presenting yourself effectively to potential employers, collaborators, and industry peers.

Let's take a closer look at the importance of each of these vital components:

CV (Curriculum Vitae)

- **First impressions:** Your CV is often the first document potential employers see. It needs to effectively showcase your skills, experience, and qualifications.
- **Professional summary:** A well-crafted CV provides a comprehensive overview of your career trajectory, achievements, and competencies.
- **Tailoring for opportunities:** Tailor the experience and skills you focus on within the document to highlight your fit for specific job opportunities, demonstrating your suitability for the role.

Best Practices:

- **Clarity and conciseness:** Ensure that your CV is clear, concise, and free of jargon. Focus on achievements and measurable outcomes.
- **Customisation:** Tailor your CV for each application to highlight the most relevant experience and skills.

LinkedIn profile

- **Online presence:** LinkedIn serves as a professional online portfolio where you can display your skills, experience, endorsements, and professional connections.
- **Networking:** It facilitates connections with industry professionals, recruiters, and potential employers.
- **Reputation management**: A well-maintained LinkedIn profile helps build and manage your professional reputation online.

Best Practices:

- **Complete profile:** Ensure your profile is complete with a professional photo, detailed work experience, skills, and endorsements.
- **Engagement:** Regularly engage with content relevant to your field, and participate in discussions to increase visibility.

Networking

Building a network creates a support system for career advice, mentorship, and professional growth. Effective networking:

- **Opens doors** to job opportunities, collaborations, and industry insights that might not be advertised publicly.
- **Provides access** to industry trends, best practices, and advice from experienced professionals.

Best Practices:

- **Active participation:** Attend industry events, join professional groups, and engage in online forums.
- **Follow-up:** Maintain relationships by following up with connections, offering assistance, and staying in touch.

Part 1: Gathering Evidence of Your Leadership Experience

Gathering evidence of leadership experience is a crucial step before compiling your CV, updating your LinkedIn profile, and setting networking strategies because it helps you clearly articulate and showcase your achievements and capabilities. Here are some key reasons why this step is essential:

- **Demonstrates credibility:** Evidence-based documentation of your leadership experience adds credibility to your CV and LinkedIn profile. It provides tangible proof of your skills and achievements, making you more attractive to potential employers and professional contacts.
- **Clarifies your strengths:** By reflecting on your leadership experiences, you gain a deeper understanding of your strengths and unique value proposition. This clarity helps you tailor your CV, LinkedIn profile, and networking messages to highlight your most relevant and impressive qualities.
- **Supports tailored applications:** When you have concrete examples of your leadership experience, you can better customise your CV and LinkedIn profile to align with specific job descriptions and industry requirements. This targeted approach increases your chances of making a strong impression on recruiters.

- **Enhances networking conversations:** Having well-documented leadership experiences allows you to confidently discuss your accomplishments in networking situations. Whether in-person or online, you can share specific examples that illustrate your leadership style and impact, making your conversations more compelling and memorable.
- **Facilitates personal branding:** Clear evidence of your leadership journey helps you build a consistent and authentic personal brand. It enables you to present yourself as a capable and experienced leader, enhancing your professional reputation and making you stand out in your field.
- **Identifies areas for development:** Reflecting on your experiences not only highlights your successes but also reveals areas where you can grow. This insight is valuable for setting professional development goals and crafting a networking strategy that connects you with individuals and opportunities that support your growth.

Overall, gathering evidence of leadership experience ensures that your CV, LinkedIn profile, and networking strategies are informed, impactful, and aligned with your career objectives.

Here's a structured approach to collecting and presenting this evidence effectively.

For the first part of this task, you will compile evidence of your leadership experience, reflecting on situations where you demonstrated leadership skills or supported team efforts. Whether you have formal leadership experience or are new to the field, this activity will help you showcase your ability to lead, communicate, and solve problems. You'll be asked to document specific examples of your leadership contributions, challenges faced, and the outcomes achieved. This process will involve:

- **Describing your leadership experiences:** Reflect on and document situations where you've taken initiative or led a project, even informally.
- **Presenting your achievements visually:** Use charts, graphs, or other visual aids to illustrate the impact of your efforts.
- **Analysing your role and skills:** Explain your approach to challenges and highlight the leadership competencies you used or developed.
- **Gathering and showcasing evidence:** Include relevant materials such as project plans, testimonials, or certificates that support your documented experiences.

This structured approach will enable you to create a comprehensive portfolio that reflects your growth and capabilities as a leader, helping you articulate your strengths and areas for development effectively.

Part 1: Evidence of your leadership experience

This task is designed to help you document and reflect on your leadership experiences, achievements, and personal growth. Whether you're new to leadership or have existing experience, this task provides an opportunity to showcase your strengths to support your journey towards becoming an effective leader.

Create a Google doc with a uniquely identifiable filename that includes your name and email address and a task identifier for this task. For example, if your name was Jane Smith and your email address was jane_smith@gmail.com, your filename would be Jane Smith – jane_smith@gmail.com – Building your Professional Future. As you progress through this task, you will fill your answers into this Google doc, which you will save as a PDF and upload to your portfolio at the end.

Section 1: Document your leadership experience

For beginners

- Exploring leadership potential:
    - **Task:** Write a 200–300 word reflection on a situation where you took initiative or supported a team, even if it wasn't a formal leadership role (e.g., organising a group project, volunteering, or managing a small team at work).
    - **Guidance:** Outline your role, the goals you set, the challenges faced, and the outcomes achieved. Focus on how you demonstrated leadership qualities such as communication, problem-solving, or teamwork.
- Team contribution:
    - **Task:** Write a 200–300 word description of a time you contributed significantly to a team effort. Highlight your role, how you supported the team, and any leadership qualities you exhibited.
    - **Guidance:** Discuss how you helped the team meet its objectives, resolved conflicts, or motivated others.

For more experienced leaders

- Project or initiative summary:
  - **Task:** Write a 300–400 word summary of a key project or initiative you led. Include your role, the goals, the challenges faced, and the outcomes.
  - **Guidance:** Include one visual (chart, graph, or infographic) to illustrate the impact of your leadership.
- Strategic planning reflection:
  - **Task:** Write a 300–400 word reflection on a strategic planning effort you contributed to or led. Describe your role, the planning process, and the results achieved.
  - **Guidance:** Include key metrics affected by your strategic input (e.g., increased efficiency, improved team performance).

Section 2: Showcase achievements and results

For beginners

- Identify key achievements:
  - **Task:** Write a 150–200 word summary of a personal or professional achievement where you demonstrated leadership qualities. Focus on what you learned and how you applied leadership principles.
  - **Guidance:** Highlight a specific moment where you took the lead, even in an informal setting, and describe the impact you had.
- Feedback and recognition:
  - **Task:** Ask a peer, supervisor, or mentor for feedback on your leadership potential. Write a 100–150 word summary of their feedback and your reflections on it.
  - **Guidance:** Summarise key points and consider how you can use this feedback for growth.

For more experienced leaders

- Quantifiable results:
  - **Task:** Write a 200 - 300 word summary of a measurable result from your formal leadership efforts (e.g., improved team performance, increased revenue).
  - **Guidance:** Create a simple visual (e.g., a chart) to present this data clearly.

- Awards and recognition:
    - **Task:** List any awards or recognition you've received for your leadership, or ask for a brief testimonial from a colleague or supervisor (100 - 150 words).
    - **Guidance:** Include a statement on how this recognition reflects your leadership style and effectiveness.

Section 3: Personal development and learning

For all students

- Quick learning:
    - **Task:** Choose a short leadership-related article, podcast, or TED Talk to review. Write a 100–150 word reflection on key takeaways and how they apply to your leadership style.
    - **Guidance:** Summarise how the resource influenced your thinking or approach to leadership.
- Training and certifications:
    - **Task:** By this stage, you should have completed modules one (Core Leadership Competencies) and two (Strategic Leadership) of the leadership and management course. Write a 100–150 word reflection on what you learned and how it applies to your role as a leader.
    - **Guidance:** Highlight any new strategies or insights gained from the training.

Section 4: Gather testimonials and references

For all students

- Peer or supervisor testimonial:
    - **Task:** Request a brief (100 - 150 words) testimonial from a peer, colleague, or supervisor who can attest to your leadership skills.
    - **Guidance:** Include this testimonial in your portfolio, along with a short reflection (50–100 words) on how you plan to leverage these strengths in future roles.
- Self-reflection:
    - **Task:** Write a 200–300 word reflection on what you've learned about your leadership potential and how you plan to grow.
    - **Guidance:** Focus on insights gained from your self-assessment, feedback received, and your personal development journey.

Part 2: Launching Your Personal Brand

In this section, you'll develop and refine your personal brand to showcase your leadership skills, whether you're stepping into leadership for the first time or looking to advance your career. This involves creating or updating your CV and cover letter, tailored to the leadership and management roles you aim to pursue. Whereas historically job applications included just a CV and cover letter, it's now essential to also optimise your LinkedIn profile and consider additional online portfolios to showcase your skills and experience. This task will focus on crafting an outstanding CV and cover letter.

We will highlight some points to consider and include when preparing your CV and cover letter for any new jobs or opportunities you may be applying for during or after your bootcamp.

Creating your CV

You can use one of HyperionDev's templates provided below to create your CV, but feel free to review other templates as well if you wish to see more CV examples before creating your own.

When you open a template link, **you will be prompted to make a copy**. Select "**Make a copy**" to **create an editable copy** of the template in Google Drive.

- **L&M CV Template (General)**
- **L&M CV Template (Career Changer)**
- **L&M CV Template (Experienced Candidate)**

You can take a look at and review some examples of industry CVs before you dive into creating your own:

- **17 Executive resume examples & guide for 2024**
- **How to write a leadership CV - with examples of leadership skills | TopCV**

Creating a comprehensive CV is a crucial step for job seekers in the UK. A well-structured CV not only showcases your qualifications and experience but also gives potential employers a snapshot of your professionalism and suitability for the role. Here's a guide on how to craft an effective CV tailored for a UK audience.

Header and contact information

- **Full name:** Make it prominent at the top of your CV.
- **Address:** Include your postcode.
- **Phone number:** A reliable contact number.
- **Email address:** Use a professional email address.
- **LinkedIn profile:** Ensure your profile is updated and consistent with your CV.
- **Portfolio links:** If applicable, include links to your online portfolios or professional profiles.

Personal statement (about me)

- A brief, compelling summary (50–150 words) highlighting your career goals, key leadership skills, and what you bring to potential employers. Tailor this section to reflect the qualities and experiences that align with each role.
- **View some examples here: CV Personal Profile Examples**

Education

List your educational background in reverse chronological order. Include your most recent qualifications, such as any leadership or management courses, alongside any formal education. Use the following information as a guideline of what to add

- **Institution name**
- **Dates of attendance**
- **Degree or qualification obtained**
- **Relevant modules or coursework** (optional but can be helpful, especially for recent graduates or those from different but relevant fields)
- **HyperionDev portfolio link:** Showcase the skills you learned in the bootcamp.
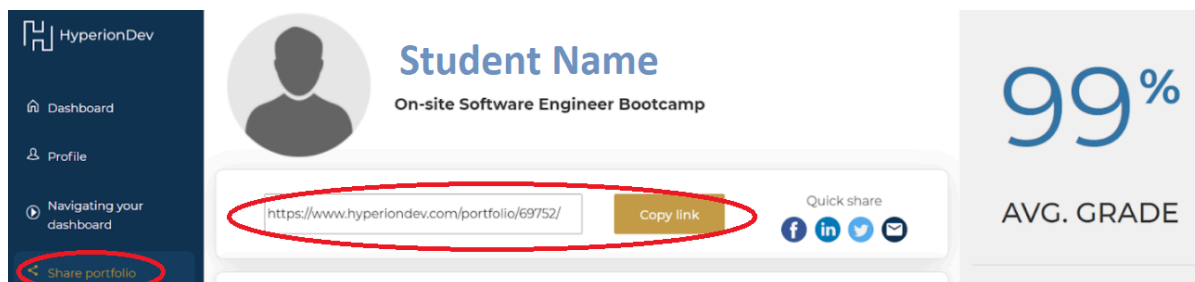
Work experience

Detail your work experience in reverse chronological order. For each role, include:

- **Job title**
- **Company name and location**
- **Dates of employment**
- **Key responsibilities:** Use **action verbs** to start each point (e.g., managed, developed, coordinated).
- **Achievements:** Whenever possible, quantify these with figures or facts to show your impact. For example, "Led a cross-functional team to implement a new customer service strategy, which reduced response times by 25% and increased customer satisfaction ratings by 15% within the first six months."
- **Relevance:** Connect previous duties or experiences to the required skills for the desired position with specific, fact-based examples.

Volunteer/Project experience

If applicable, detail any volunteer positions or projects that showcase additional skills and experiences relevant to the job you're seeking:

- **Position/Project title**
- **Organisation/Project context**
- **Dates of involvement**
- **Key contributions and achievements**

This section is particularly useful for new entrants to the job market or those looking to switch careers. You can specifically highlight the capstone projects you've completed during the bootcamp in this section.

Skills

This section should highlight relevant skills that align with the job you are applying for. Break these skills down into:

- **Technical skills:** Skills related to tools and technologies relevant to leadership and management, such as project management software (e.g., Trello, Asana), data analysis tools (e.g., Excel, Power BI), and communication platforms (e.g., Microsoft Teams, Slack). Include skills in performance management systems or strategic

planning software that demonstrate your expertise in effectively leading teams and managing projects.

- **Office skills:** Proficiency in essential office tools like Google Workspace, Microsoft Office Suite, and collaborative platforms like Slack. These skills are crucial for managing tasks, streamlining workflows, and facilitating effective communication in leadership roles.
- **People skills:** Key interpersonal abilities such as team building, conflict resolution, and effective communication. Highlight competencies like cultural awareness, emotional intelligence, and language proficiency (e.g., Spanish, Arabic) that enhance your capacity to lead diverse teams and foster a collaborative work environment.

Technical skills

When listing **technical skills** and **office skills on** a CV, it's important to focus on those relevant to the job you're applying for. Here's a comprehensive list of technical skills across various fields that you might consider including:

- **Project management software** - Proficiency in tools like Trello, Asana, or Microsoft Project to plan, monitor, and execute projects effectively.
- **Data analysis** - Experience with Excel, Power BI, or Tableau for analysing data and generating actionable insights to support decision-making.
- **Communication platforms** - Skilled in using Microsoft Teams, Zoom, or Slack for seamless team collaboration and communication.
- **Strategic planning software** - Ability to use tools like SAP or Anaplan for strategic planning, resource allocation, and forecasting.
- **Performance management systems** - Familiarity with platforms such as SAP SuccessFactors or Workday for managing employee performance and development.

Office skills

Once again, focus on skills relevant to the job you're applying for. Here's a list of office skills you might consider including:

- **Document creation and management** - Advanced skills in Microsoft Word and Google Docs for creating professional documents and reports.
- **Spreadsheet proficiency** - Strong ability to use Microsoft Excel or Google Sheets for data management, analysis, and reporting.

- **Presentation design** - Competency in Microsoft PowerPoint or Google Slides to create engaging and informative presentations.
- **Calendar and task management** - Effective use of tools like Google Calendar, Microsoft Outlook, and Todoist for scheduling, organising tasks, and managing time efficiently.
- **Email communication** - Professional email handling and correspondence using platforms like Gmail and Outlook for effective communication and follow-up.

People skills

When listing **leadership, transferable, and people skills** on a CV, it's important to highlight specific abilities that demonstrate your capacity to lead and manage effectively. Here's a list of leadership skills you might consider including, depending on your experience and the job you're applying for:

- **Strategic thinking** - Ability to plan long-term goals and set direction for the team or organisation.
- **Team building** - Skills in creating, developing, and managing a cohesive team.
- **Decision making** - Ability to make informed and timely decisions.
- **Communication** - Proficiency in both verbal and written communication, including presenting ideas clearly.
- **Conflict resolution** - Skill in resolving disputes and managing conflicts within the team.
- **Delegation** - Ability to assign tasks effectively and trust team members with responsibilities.
- **Motivation** - Capability to inspire and encourage team members to achieve their best performance.
- **Adaptability** - Flexibility in adjusting to changing circumstances and managing uncertainty.
- **Mentoring and coaching** - Skills in guiding and developing the skills of team members.
- **Project management** - Experience in planning, executing, and overseeing projects to completion.
- **Problem-solving** - Proficiency in identifying problems and implementing effective solutions.
- **Performance management** - Experience in setting goals, providing feedback, and evaluating team performance.

- **Crisis management** - Ability to handle emergencies and critical situations with calm and effectiveness.

Tailor these skills to reflect your own experiences and accomplishments, and provide examples or evidence where possible.

References

It's common in the UK to simply state "References available upon request" at the end of your CV. However, have a list of two or three referees ready, including their:

- **Name**
- **Job title**
- **Company**
- **Contact information**

Ensure that your referees are aware that they might be contacted.

Templates and resources

To get started, use one of the recommended free CV templates suitable for leadership and management roles. Websites like **Canva** and **Zety** offer user-friendly templates that you can customise to suit your style and content. Select a template that aligns with your professional image, and feel free to explore a few options to find the best fit.

Tips for creating your CV and cover letter

- **Consistency:** Use consistent formatting, fonts, and styles throughout your documents.

- **Length:** Aim to keep your CV to 1 - 2 pages. Be concise, focusing on relevant skills and experiences.

- **Proofreading:** Proofread carefully, and consider using tools like Grammarly or Microsoft Word's spelling and grammar check. Google docs also has a spelling and grammar checking tool.

- **Tailoring:** Tailor your CV and cover letter to each job application, highlighting the most relevant experiences and skills.

- **AI support:** AI tools like **EnhanCV** are free to use and can polish your CV in minutes

Writing cover letters

Cover letters for job seekers

A cover letter shows your passion for a job and the research you have done about it, influencing your application's success. Employers look for commitment through personalised cover letters. Check company preferences; they're usually essential unless restricted by online forms. Use cover letters in emails or online applications' additional sections, if applicable.

Learn more about writing effective cover letters by watching the following video:

- ▶ Write an Amazing Cover Letter: 3 Golden Rules (Template included)

Key points

- Keep it to one page with a clear header, contact details, specific hiring contacts, and concise and relevant content.
- Start with a strong introduction, demonstrate your skills and value, show company research, align skills with job requirements using examples, and highlight achievements.
- Conclude by re-emphasising your interest and qualifications, and address relevant personal circumstances if needed. Honesty is crucial for a positive employer relationship.

Use this **Cover Letter Template for Job Applicants**, customise it for each role, and download it as a Microsoft Word document if preferred (File → Download→ Microsoft Word (.docx)).

Cover letters for business proposals/pitches

A business proposal/pitch cover letter introduces your company and offerings, persuading potential partners of your venture's value. It's your chance to make a first impression and excite stakeholders.

Learn more about writing effective business proposal/pitch cover letters by watching the following video:

- ▶ The Secret to Successfully Pitching an Idea | The Way We Work, a TED series

Key points

- Avoid generic greetings; address the recipient by name.
- Grab attention by explaining why you want to work with them. Highlight what makes your company special and connect these strengths to the recipient's needs.
- Emphasise unique solutions, innovations, and advantages. Use visuals if possible. Show why you are the best choice.
- Conclude with enthusiasm, summarise potential value, suggest next steps, and request a meeting.

The goal is to introduce your business, build excitement, and persuade the recipient to learn more. **Use this Cover Letter Template for Business Proposals/Pitches**, customise it for each situation, and download it as a Microsoft Word document if preferred (File → Download → Microsoft Word (.docx)).

Part 2: Launching Your Personal Brand

In this task, you will create or update your CV to reflect the skills and experiences you've gained during your bootcamp. A well-crafted CV is essential for both job seekers and self-employed professionals to effectively showcase their qualifications and attract potential employers or clients. Follow the instructions below to complete and submit your CV.

1. **Create your professional CV:**

   - Use one of the CV templates provided earlier in this task.

   - Tailor your CV to highlight the skills and experiences you've gained during your bootcamp/career and the leadership skills you have showcased in your leadership portfolio evidence.

   - Ensure your CV includes links to your HyperionDev portfolio and LinkedIn (optional) profile.

   - Instructions for beginners: If you are new to the field of leadership and management, include any relevant experiences such as team projects, volunteer work, or roles where you demonstrated leadership qualities.

2. **Save your CV as a PDF:**

   ○ Once your CV is complete, save it as a PDF file (File → Download → PDF document (.pdf)). Please use your name in the title of your CV when saving it as a PDF to make it easily identifiable (e.g., Jane Smith - CV).

3. **Upload to GitHub:**

   ○ Upload the PDF version of your CV to your designated GitHub folder for this task.

Final Task Submission

Checklist

Ensure you hand in the following:

- **Part 1: Evidence of Leadership Experience**

  ○ Documented evidence and reflections on your leadership experiences

- **Part 2: Launching Your Personal Brand**

  ○ Your professional CV

Remember, if you secure an interview, it is absolutely vital that you notify us via **hyperiondev.com/outcome8**.

Task Rubric

Part 1: Gather Evidence of Leadership Experience (/25)		
Criteria	**Unsatisfactory (0 - 1)**	**Acceptable (2 - 3)**	**Outstanding (4 - 5)**
Leadership Experience	Beginners: Little to no evidence of initiative or leadership qualities. Reflection is vague or absent.	Beginners: Provides some examples of initiative or leadership qualities in informal settings. Lacks depth in reflection on goals and outcomes.	Beginners: Demonstrates proactive initiative in informal settings with detailed reflection on role, goals, and outcomes. Shows strong leadership qualities such as communication and problem-solving.

	Unsatisfactory	Acceptable	Outstanding
	Experienced Leaders: Minimal detail on role or strategy. Little to no evidence of leadership impact or strategic thinking.	Experienced Leaders: Describes a project or initiative with limited details on strategy and outcomes. Reflection lacks clear evidence of strategic impact or leadership approach.	Experienced Leaders: Comprehensive summary of a key project or strategic initiative led, including role, strategies used, and significant outcomes. Reflection includes strategic impact on the team or organisation.
Achievements and Results	Beginners: Few or no achievements mentioned. Little to no reflection on leadership qualities or impact.	Beginners: Lists some achievements with a basic connection to leadership qualities. Reflection lacks depth or quantifiable evidence.	Beginners: Identifies and reflects on key achievements in a personal or professional setting. Clearly connects these achievements to leadership qualities and provides some quantifiable evidence.
	Experienced Leaders: Minimal or no achievements presented. Little connection between outcomes and leadership efforts. No use of data or visuals.	Experienced Leaders: Mentions achievements with limited use of data or visuals. Connection between achievements and leadership efforts is unclear or not fully developed.	Experienced Leaders: Effectively presents quantifiable results from leadership efforts. Uses metrics and visuals to illustrate impact. Provides a clear link between achievements and leadership contributions.
Personal Development	All Students: Little to no engagement with learning resources. Reflection on insights gained is minimal or absent. No connection to leadership practice or future application.	All Students: Engages with learning resources but provides a basic reflection on insights gained. Application to leadership practice is mentioned but lacks specificity or depth.	All Students: Demonstrates strong engagement with learning and development resources. Reflects on insights gained and applies them effectively to leadership practice. Provides specific examples of growth and future application.
Testimonials and References	All Students: Few or no testimonials provided. Reflection on feedback is minimal or absent. Little evidence of understanding strengths and areas for improvement.	All Students: Provides testimonials with general comments on leadership qualities. Reflection on feedback is present but lacks depth or clear action steps for improvement.	All Students: Includes well-written, relevant testimonials that clearly support leadership qualities and impact. Reflection on feedback is insightful and shows a plan for leveraging strengths and addressing areas for improvement.
Task Completion	All Students: Significant elements of the task are missing or incomplete. File naming, formatting, or organisation is unclear or inconsistent.	All Students: Most elements of the task are completed. Some minor issues with file naming, formatting, or organisation.	All Students: All required elements of the task are completed with attention to detail. File naming, formatting, and organisation are clear and consistent.

Part 2: Launching your personal brand - CV (/25)

Criteria	Unsatisfactory (0 - 1)	Acceptable (2 - 3)	Outstanding (4 - 5)
CV Format and Formatting	CV is poorly formatted or disorganised. Sections are unclear or missing. Template is not used or applied incorrectly.	CV has a clear structure but may have minor inconsistencies in formatting or layout. Template is used but not fully optimised for clarity.	CV is exceptionally well-organised, with clear sections, consistent formatting, and a professional layout. Utilises a template effectively.

Profile Summary and Contact Details	No profile summary or contact details are incomplete. Lacks links to LinkedIn or portfolio, if applicable.	Profile summary is present but lacks depth or focus. Contact details are mostly complete, but may be missing a few elements such as LinkedIn or portfolio links.	Compelling profile summary that succinctly highlights key skills and career goals. Contact details are complete and include LinkedIn and portfolio links where applicable.
Education and Work Experience Details	Education and work experience are not in reverse chronological order. Descriptions are vague or missing. Little to no alignment with career goals or relevant achievements.	Education and work experience are listed in correct order, but descriptions may lack detail or alignment with career goals. Limited use of achievements or outcomes to showcase impact.	Education and work experience are not in reverse chronological order. Descriptions are vague or missing. Little to no alignment with career goals or relevant achievements.
Skills	Skills section is incomplete or lacks relevance to leadership and management roles. No specific examples or context provided for skills listed.	Skills are listed but may not cover all categories (leadership, transferable, technical, office, and people skills). Examples are limited or not clearly tied to leadership or management roles.	Comprehensive listing of leadership, transferable, technical, office, and people skills. Each category is well-defined with relevant skills and specific examples of their application in leadership and management contexts.
Spelling and Grammar	Multiple spelling or grammatical errors that detract from the overall professionalism and readability of the CV.	A few minor spelling or grammatical errors, but overall readability is maintained.	No spelling or grammatical errors. The CV is polished, professional, and easy to read.

Take note!

A reminder of the important dates.

By **2 February 2025**, you should record an **invite to an interview** (if seeking employment) or a self-employment declaration (if seeking to be self-employed) at **www.hyperiondev.com/outcome8**. Please record this milestone as soon as you reach it. You can record any of the following:

- Joining an apprenticeship programme that utilises some of the knowledge obtained in your bootcamp.

- Obtaining a paid work opportunity for a duration of at least 12 weeks that utilises some of the knowledge obtained in your bootcamp.

- Obtaining a full-time job that utilises some of the knowledge obtained in your bootcamp and is with a new employer or your current employer (e.g. a promotion or extension of role).

Additionally, by **30 March 2025**, you should record **an offer of a job** (if seeking employment) **or evidence of obtaining new work/contracts** (if self-employed or seeking to be) at **www.hyperiondev.com/finaloutcome8**. Please record this milestone as soon as you reach it. You can record any of the following:

- An offer of a new job or apprenticeship that utilises part or all of the skills acquired in your bootcamp. You don't need to accept the offer to fulfil this requirement.

- New contracts or opportunities you obtained that utilise the new skills acquired through the bootcamp, which may include self-employed contract work or starting your own company.

Remember to keep an open mind and **explore various opportunities** to help you practise your interviewing skills and broaden your engagement with the tech sector. If you receive an invitation to a job or apprenticeship interview, please remember to fill out **www.hyperiondev.com/outcome8** before attending the interview.

A limited number of co-certifications will be awarded based on your achievement of all **four criteria** for successful completion of this Skills Bootcamp.

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