# Chronological CV Components

Personal Details:

* Name
* Phone number
* Email
* Address
* Social Media links: “LinkedIn, Twitter, Blog, Website”
* Employers would love to know what drives you. What makes you do what you do? Do we share the same beliefs?  
  If you can show this through your social media links, it would be a great added value.

Personal Statement:

* Open with Impact
* 4-5 Lines
* Try to avoid the common widely used personal statements.
* Talk more about industries you worked in and try to tailor it every time based on the vacancy.
* Never writes looking to gain knowledge or learn a skill, because it is not about you.   
  It is about what you’re going to add to your employer.  
  Rephrase it to adding a commercial value within specific topic or knowledge.
* Reach your brand statement which is:

1. 1-2 sentences
2. What you are best at “Value”
3. Who you serve “Audience”
4. How you do it uniquely “Unique selling point”
5. Sums up your unique offering

* Try to add feedbacks and testimonials from colleagues, friends, managers supporting your qualities and values

**Brand Statement Tips:**

1. What is “one thing” that everyone says you are amazing at?
2. What gets you excited?
3. What have you accomplished?
4. What are you most proud of?
5. What gets you out of bed in the morning?
6. What do you enjoy doing the most?
7. What do you love most about your job?
8. Ask people you know to describe you?

Achievements

* List 3 key achievements that clearly display your character and commercial value
* Think what would impress your employer the most
* Tailor the achievements based on the vacancy and the employer.  
  The job description could be of a great reference here.

Education

* Comes first before experience section if your work experience is less than 5 years.
* Start with the most recent qualifications first.
* Mention both academic and professional qualifications
* You may include soft skills and training courses as well
* No need to add high school grades but you can if you want to
* You can mention school name and date attended

Experience

* Comes first before education section if your work experience is 5+ years
* Start with the most recent job first.
* Give the company name, job title, the months and the years you were there.
* Add your job description and your duties there
* You can classify your experience into field related section, and other experience section
* You can classify your experience into professional work section, trainings & internships section
* You can add a section of volunteering experience.

**Job description Tips:**

1. Use bullet points
2. Begin each description with doing words “verbs”
3. Avoid starting the statements with the same action words
4. Use adverbs to highlight your verbs
5. We have to quantify achievements done in order to reflect value to the employer
6. *Ideal statement:* Adverb + Verb + Quantified outcome

**Statements starters Tips:**

* Replace ~~Led~~ 🡪 Chaired, Coordinated, Planned, Executed, Operated
* Replace ~~Achieved~~ 🡪 Outperformed, Awarded, Surpassed, Earned, Demonstrated
* Replace ~~Managed~~ 🡪 Guided, Motivated, Inspired, Enabled, Facilitated, Shaped
* Replace ~~Responsible for~~ 🡪 Headed Up, Directed, Produced, Took charge of

**Adverbs Tips:**

* Significantly
* Reliably
* Diligently
* Consistently

Career Breaks

* Be sure to mention any career breaks in your cv
* Add a sentence to explain what you were doing or mention it in your cover letter
* Mention any courses or skills developed during this time

Interests

* Make sure to make it relates to the role you are applying for
* Understand the attributes that the employer is looking for
* Reconcile the attributes they are looking for with the ones you possess and show only what is relevant

References

* Don’t use references available upon request statement
* Add two references at least
* Provide the references names, titles, emails, and LinkedIn accounts
* You can include quotes of testimonials and feedbacks provided to you as well

General Notes:

* CV should be 1-3 pages maximum
* You can use a testimony to open with impact at the beginning of your cv
* Don’t use hobbies section unless you are proving values you are getting and challenges you are conquering that would add a value to the employer
* You can replace hobbies with Interests section or More About me section.  
  You can use it to speak about why you are doing what you are doing, what drives you, where your passion comes from.
* Do not add a picture unless it is related to modeling, acting, etc..