
Don't Tell Me, Show Me

Tools: Yourself, Pen & Paper

Time: 30 minutes

Context: What is going to make your CV stand out? The following is a checklist to support you in writing a killer CV that will get you noticed and land you an interview.

Don't tell me - Show me

This means get specific. For example, rather than say "I regularly hit my sales targets", say, "I achieved weekly sales of xx% against a target of xx%". Give a total of profit that you helped generate for your company. If you introduced a process that increased productivity, quantify this with data. If you don't have the figures to hand, ask yourself and colleagues how much time they have saved since the process was introduced. Then add the % of increased productivity into your CV. Rather than say "I managed a team" tell your prospective employer how many people you managed and what you achieved as a team. Giving clear, specific examples is how you take your CV from being like everyone else's and translates your key skills to impressive examples of how you add value when a company employs you.

Calculate 3 stats about you right now to add to your CV in order to share your value:

1.
2.
3.

CV Cheatsheet

Design: CV Templates

Free, Canva

<https://www.canva.com/learn/10-resume-templates-to-help-you-get-your-next-job/>

Free, Google Docs

<https://www.themuse.com/advice/top-google-docs-resume-templates-how-to-use-them>

Buy, Creative Market

<https://creativemarket.com/search?q=cv%20template%20free>

Fonts

With only 7 seconds to make an impression your font choice has more of an impact than you think on the hiring manager who is having to read through a pile of CVs.

Here are 5 fonts that are recommended as easy to read:

- Arial
- Calibri
- Century Old Style
- Garamond
- Times New Roman

Picture or No Picture?

I recommend no picture. This is something that I feel can support us removing any unconscious bias that may be triggered if we place an image on our CV. We want our experience, our skills and our work to speak for us not how we look. Trust the words to work for you.

Key skills

Communication Skills:

Excellent Writing Skills both Clear and Concise; Confident Public Speaker; Deep Listener; Unafraid of Conflict and Seeks to Resolve Differences; Strong Negotiator; Effective in Sharing Ideas; Keen Contributor; Natural Leader of Group Discussion; Well Versed in Presenting Thought out Solutions.

Interpersonal Skills:

Emotional Intelligence; Social, Empathetic, Accepts Responsibility; Sensitive to other people; Appreciative, Supportive, Motivates, Shares Credit; Delegates Effectively; Represents Other;, Allyship, Self-confident; Offers Counsel.

Organisational Skills:

Punctual, Manages Projects Effectively; Sets Goals; Budgets, Meets Deadlines; Handles Details; Coordinates Tasks.

Management Skills:

Counsels/Coaches; Teaches/Trains/Instructs; Leads Groups; Delegates Responsibility; Makes Clear Decisions; Directs Others; Implements Decisions Effectively; Takes Charge; Manages Conflict.

Research & Planning:

Forecasts/Predicts; Creates ideas; Identifies Problems; Develops Strategies; Analytical, Goal Oriented; Identifies Available Resources; Skilled at Gathering Information; Solver Of Problems.

Using Keywords

Team player, hard worker, self starter, self motivated, self made, problem solver, innovator, collaborator, flexible, people person, highly qualified.

Make sure you give context and an example for these words, **show them** why this is the case. Ask, **'How do I know that about myself?'**

Example: I am a self starter and very self motivated, I discovered this when I created a local soup kitchen to support the financially challenged in my area. We have now served 1000 meals in the last year to people in need.

Proofreading

Spelling and Grammar matter. It can be the difference between you getting an interview or not. If this is not a strength of yours then get someone who is excellent at it, a friend or family member, to

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Course Title: Job Application 101

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do this for you. It's ok to ask for help and this simple ask will make the world of difference to the hiring manager who is reading your CV.

End Result

You now have all the tools to use as a cheat sheet when writing your CV. Remember each job deserves its own tailored job specific CV. Take the time to make yours match that job description and watch yourself get invited to more interviews.