



**Taking
Your CV
to the
Next Level**

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Focus more
on your
achievements

Include more
about your
specific
contribution

Consider
your
legacy

Use
action
verbs

LinkedIn

- And where possible always quantify results with metrics and numbers - ie sales grew by 35% in my first year
- Before I joined the team, the Customer Assistants did not interact with customers unless the customer approached them. I saw an opportunity to engage more with customers to grow sales. I asked customers if they needed help and directed them to stock in store or online
- On the back of this success, the Regional Sales Manager asked me to help train staff. We produced some training material, including customer feedback and shared it on the company intranet for the other stores. This training is still being used today
- Action verbs make for easy reading and give you a chance to demonstrate your contribution and competencies. Eg. **embed** new ways of working; **motivate** colleagues; **achieve** targets; **influence, collaborate** etc
- Consider making a good LinkedIn profile and add the link to your CV



Resources

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Watch recruiter Jeff Su's
video on writing a resume
8 minute watch



Follow Centrepoint Works on
TikTok @nononsensecareers
for more tips





For more information contact

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