

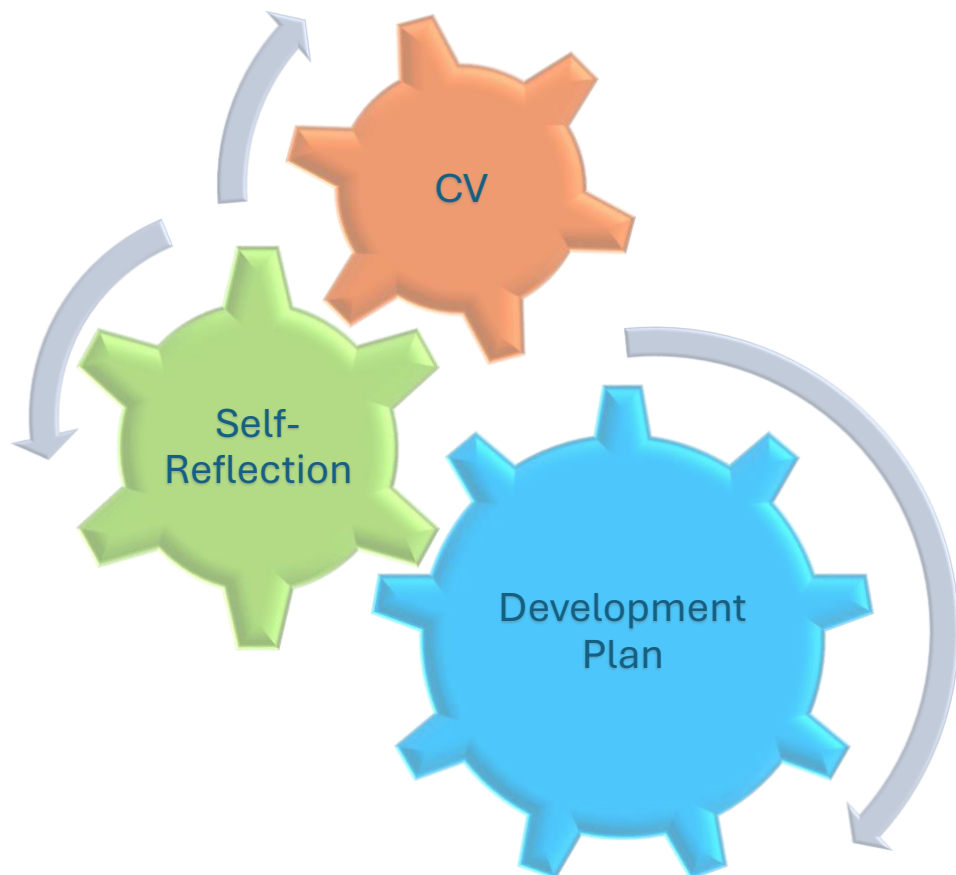
Guide

CV as a Self-Development Tool

By Anastasia Frolova (@arch2life), 2024

How to use the guide:

- 1) Follow the self-reflection exercises first, use it for populating your CV and creation of self-development plan
- 2) Select the most relevant bits for the job role and highlight those in your CV
- 3) Analyse what skills you would like to develop to get to the next level and put them in the self-development plan
- 4) Recommended CV length – 2 pages, design is your choice 😊 keep in mind that some parsing tools work better with clear text.
- 5) As you go through the exercise, think of stories related to your experiences and how this can be used in a potential interview or conversation to highlight relevant skills and your personality.



Personal Profile

CV

Make it concise - few sentences:

- Professional introduction
- Key experiences/skills
- Passion about the scope of the role
- Connection with the company values/mission

Self-reflection

- Who are you as a professional?
- What are your values = what is important to you?
- What are you passionate about?
- What roles are you interested in?
- What are your key expertise areas?
- What are your strengths?

Self-development

- What does an ideal next role (and next after next) look like?
- What skills should you develop to get there?
- How can you use your strengths?
- What are the next action steps?

Let's build a plan!

Employment details

CV

- For each role you had, put the name of the company, job title, dates.
- You can add a brief description of what the company does.
- Select the most relevant skills and results from the "success list" to highlight in a bullet-point format for each role
- Use "active language" (i.e. achieved, delivered, completed etc), use quantifiable metrics where possible

Self-reflection

- "Success list" = For each role list your achievements, successful projects, remarkable wins
 - Next to each "success" list the skills and strengths that you used to make it happen
 - What drives and motivates you?
- ⇒ You have a list of skills and respective results
- ⇒ Think of relevant stories that you could share around it

Self-development

- "Learning list" = for each role list learning opportunities that popped up (mistakes, failures, would do differently now)
 - What skills would you need to develop to transform that learning list?
 - Who can be the role-model to look at? What do they do differently?
- ⇒ What would be your development priority?
- ⇒ What can be the first step in the plan?

Qualification/Education

CV

- Use a similar format to the one in the employment section
- Select the most relevant experiences/projects that would highlight relevant skills

Self-reflection

- What is your learning style?
- What motivates you to learn?
- What skills that you used during this studying period can be applied at work environment (transferable skills)? How?
- What results/projects would illustrate those skills?

Self-development

- What would you like to learn next?
- What makes this learning exciting?
- What makes it important?
- What would motivate you to pursue and commit?
- Who can support you? How?

Achievements / Awards / memberships (if relevant)

CV

- Using the same format as before, make a list of the most relevant achievements/ awards/ certifications

Self-reflection

- What was the driving force that helped to get those achievements/awards?
- What were the challenges?
- How did you approach the challenges?
- What did you learn on the way?

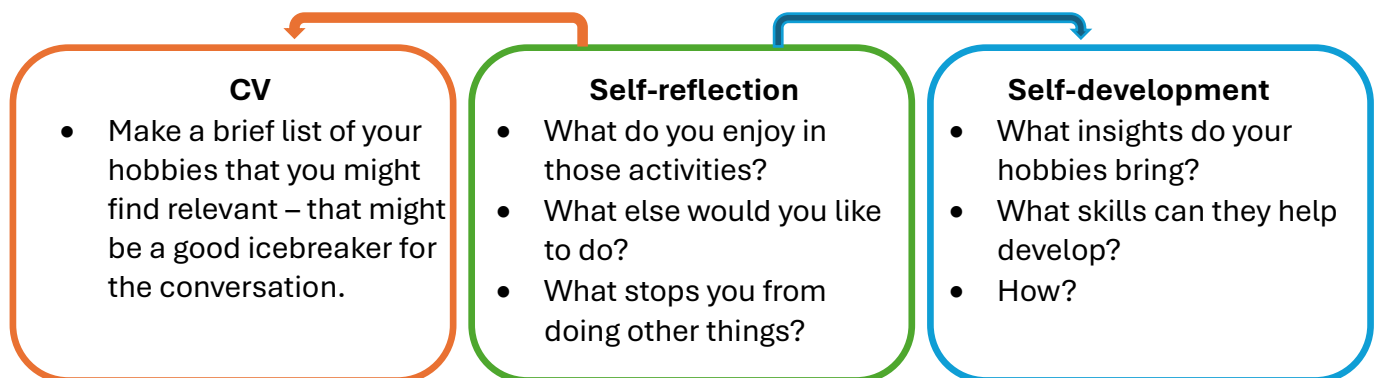
Self-development

- What are you looking forward to achieving next?
- What other credentials might be helpful (if relevant)?
- What support would be helpful for you on the way?
- Who can support you?

Voluntary experience (if relevant)



Interests & hobbies (if relevant)



As you go through the exercise, remember:

- 1) Every win matters. Use facts to build your story. There is a story behind every decision and action.
- 2) Every experience matters. Think of what you can make out of any situation.
- 3) Observe how you feel as you go through those exercises. What does this mean to you?
- 4) Enjoy the process! And best of luck!