

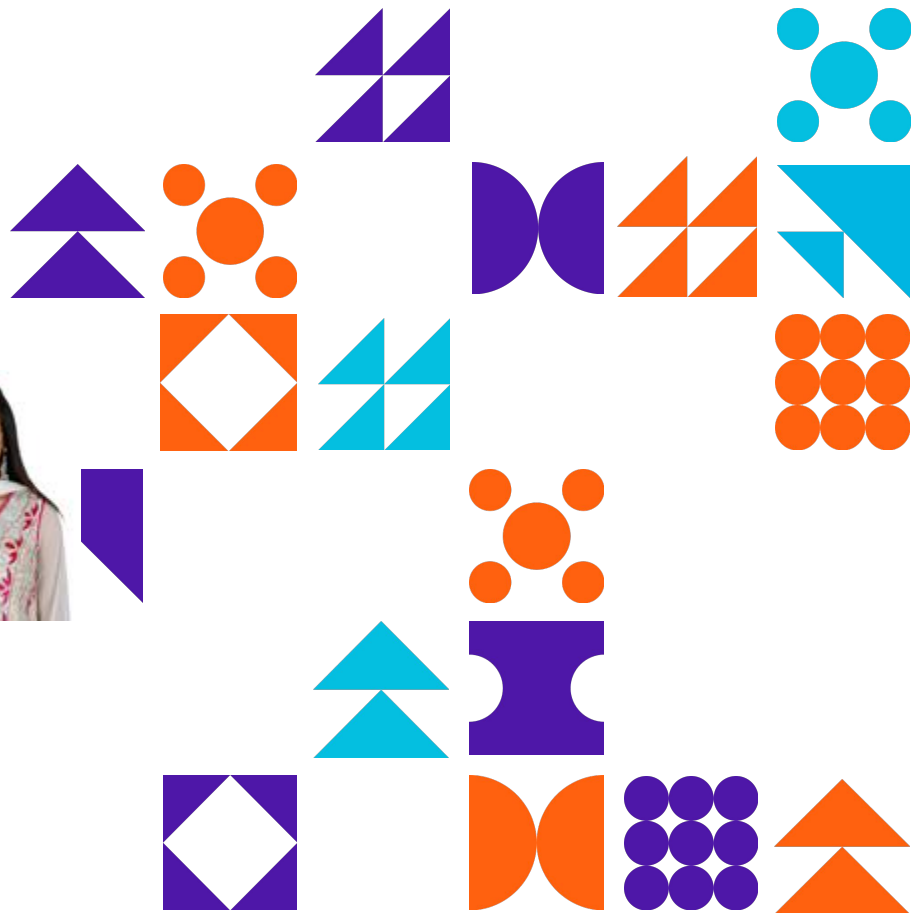


# Get the job you want with the right CV

Elizabeth Hector & Altea Barbato

24 May 2022

12.00-13.00



# Agenda

- About us
- Why a CV is important
- Beyond the CV
- DOs and DON'Ts
- More Info
- Up Next
- Q&A

## Join the Group & Get Involved!



**Liz Hector**

Director, PMI NL | Blogger | Coach | Speaker



**Altea Barbato**

Engineering & Program Manager | PMI  
Volunteer | Coach



- Why you think a CV is important



# Why a CV is important?

- Self expression
- Teaser that motivates the recruiter to fix the first interview
- Setup expectations of all parties
- States why you are the perfect person for that job
- Differentiate yourself from other candidates
- Exercise: always be ready to jump on the next dream offer

# Beyond the CV

Your skillset, experience, education and certifications listed on your CV will give a good idea to the recruiter about

- Salary expected
- Job title
- Responsibilities

# Beyond the CV - Keep the end in mind

Think two steps ahead. When creating your resume—plan for what might happen next.

- Follow up from the Headhunter
  - Is your CV fit for the jobs the HH focuses on
- Feedback from the Company
  - Did you update/clarify your CV based on input
- A follow up interview
  - Does your CV give enough info to get the boss's attention
- A job offer
  - What does your CV implicitly tell about your job level or salary expectations



- What are your DOs and DON'Ts in a CV







## DO'S

- Tell your Story
- Make it Readable and Efficient
- Highlight Value Statements
- Add Keywords: think SEO
- Customize for the job
- Show personality



## DON'TS

- Bad formatting
- Be difficult to read
- Wordy, no clear point of view
- Fail to link the application to the job
- Over share, under inform
- Forget to add your Social links

# Why this is a bad CV?

## Dwight Schrut

1234 Fourth Avenue, Smallville, Minnesota 55988, (000) 555-1234  
yourname@mail.com, Portfolio: yourname.com

### QUALIFICATIONS

- Creative and versatile designer who understands is all about branding
- Experienced designing brand identity, brochures, packaging, advertising signage, posters, and web sites
  - Social media savvy and up-to-date with current web trends
  - Strong interpersonal communication skills

### SOFTWARE

- Photoshop, Illustrator, InDesign, Dreamweaver, HTML, CSS, Flash, Edge, Acrobat, Audacity, Word, Excel and PowerPoint

### EDUCATION

Bachelor of Science, Marketing  
University of Minnesota, Minneapolis, Minnesota

Associate of Applied Science, Graphic Design  
Brown Technical College, Minneapolis, Minnesota

### EXPERIENCE

#### Graphic Designer

The Zeal, Minneapolis, Minnesota, 2004-20xx

- Designed and produced a monthly college newspaper (20 issues total)

### EXPERIENCE

#### Graphic Designer

The Zeal, Minneapolis, Minnesota, 2004-20xx

- Designed and produced a monthly college newspaper (20 issues total)
  - Consistently met our monthly design and printing deadlines
- Redesigned the logo and format to update the look and follow industry trends
  - Contributed stories, photos, and original artwork for publication

#### Receptionist

Maplewood Dental, Minneapolis, Minnesota 20xx-present

- Assist office manager with payroll, bank deposits, and patient scheduling
- Responsible for stocking and ordering all dental supplies
- Facilitate new employee orientation (5 sessions to date)

#### Retail Sales Associate

Eddie Bauer, Minneapolis, Minnesota. 20xx-20xx

- Dealt directly with customers, assisted with selections, purchases and returns
- Worked independently and performed opening and closing responsibilities
- Responsible for all money, returns, and sales transactions on the weekends
  - 20xx Sales Associate of the Year. Increased my annual sales volume 15%
  - Organized loss prevention efforts in the store (we saved \$500 annually)



# Why this is a good CV?

## MICHAEL SCOTT

Project & Change Management expert

📧 name.surname@gmail.com 📞 +31xxxxxxxxx 📍 Utrecht, Netherlands  
in <https://www.linkedin.com/in/name-surname-xxxxx>



### WORK EXPERIENCE

#### Senior Project Manager

Company 3

📅 Jan 2021 - Present 📍 Rotterdam, Netherlands

- Servant leader and teams facilitator
- Impediment Resolution and planning forecast improved by 10%
- Stakeholders management and teams performance improvement
- R&D teams OKRs collection and follow up

#### Release Manager

Company 2

📅 Sept 2018 - Dec 2020 📍 Amsterdam, Netherlands

- Responsible for the Release life-cycle improvement (efficiency improved by 15%)
- Responsible for Engineering road-map build and roll-out, fostering cross department collaboration and obstacle removal
- Coordination and coordination with internal and external stakeholders

#### Project Management Consultant

Company 1

📅 Mar 2016 - Aug 2018 📍 Utrecht, Netherlands

- Roadmap creation and execution, coordination of the migration of several projects and programs
- Customers satisfaction of 95% and total revenue responsibility of \$1M
- Customers management: Communication, risk analysis and management, new requests specifications, customers demos
- Problem solving and facilitation among the program stakeholders
- Team coaching in agile and communication methods

### EDUCATION

M.Sc. Projects Management

### ABOUT ME

*"Highly passionate by management and technology, I'm motivated by team work and always looking for challenging projects to be involved in. My objective is to evaluate projects potential and reach optimal performance and quality objectives. I am confident that I will fit in your company for both my technical and social skills. The role described in this offer aligns with my career plan."*

### LANGUAGES

English  
German  
Spanish



### CERTIFICATIONS

- 2020 Project Management Professional Certified ®

### CAPABILITIES

specifications, customers demos

- Problem solving and facilitation among the program stakeholders
- Team coaching in agile and communication methods

### EDUCATION

#### M.Sc. Projects Management

University2

📅 2013 - 2015 📍 City

Degree <https://www.overleaf.com/project> with High Honours Minors: Company strategy and Customer Relation Management.

#### B.S. Informatics

University1

📅 2010-2013 📍 City

GPA 4.0: Minors: Economics and Mathematics.

### HOBBIES AND VOLUNTEER WORK



#### New technologies

I designed an application for Project quality control in Java, which gave me insight into an easy approach for quality tracking



#### Music

I have a broad music taste



#### Sport

I love any type of sport, especially snowboard



#### Volunteer PMI

supported Skill Building efforts by writing articles for PMI Netherlands Chapter

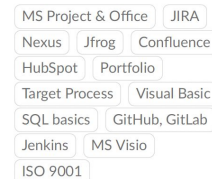
### CERTIFICATIONS

- 2020 Project Management Professional Certified ®

### CAPABILITIES

- Workshop facilitation
- Risk management
- Design thinking
- Change Management
- Budget planning
- Stakeholders Management

### SKILLS

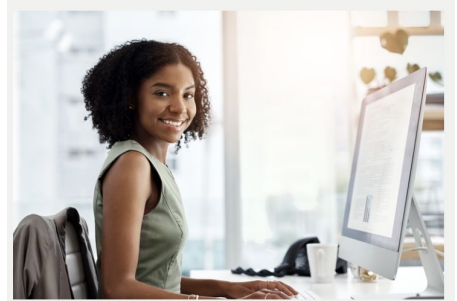


# Helpful Information

Find more information at:

<https://projectskillsmentor.com/mentoring/how-to-write-a-resume>

Or contact Altea or Liz on LinkedIn!



How to write a Resume  
| Tips to help you get  
the job you want →

# See you in July!



## WOMEN'S PROJECT MANAGEMENT NETWORK

PM for the Future

### 2022 Event Planner

Lunchtime talks 12-13.00 CET

8 MARCH

International  
Women's Day  
Event

How to make  
the right CV

24 MAY

12 JULY

Building  
Authority and  
Confidence

Negotiation  
Skills

11 OCTOBER

13 DECEMBER

New Year,  
New You



# Q & A

Share your experiences and insights

