

## RESOURCE 19

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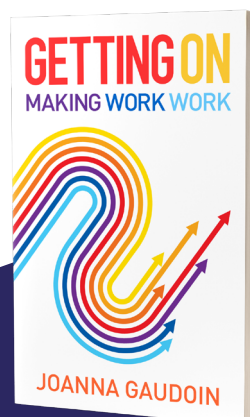
# Changing roles

CV checklist



available at  
**amazon**

and other book retailers



This resource accompanies  
Chapter 13 of ***Getting On:  
Making work work***



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## Changing roles CV checklist

Use this document to help you assess the strength of your current CV.

CV element	Guidance	Needs work? Y/N	Notes
<b>Length</b>	Two sides of A4		
<b>Profile summary</b>	Highlights your key abilities – technical and people related.		
<b>Role responsibilities &amp; achievements</b>	Highlights the key ones.  Back up achievements with data where possible.		
<b>Education</b>	For experienced professionals from degree onwards if relevant.		
<b>Clearly set out</b>	Using space and bullets, as appropriate.		
<b>Use of keywords</b>	For companies who use AI to screen CVs initially.		



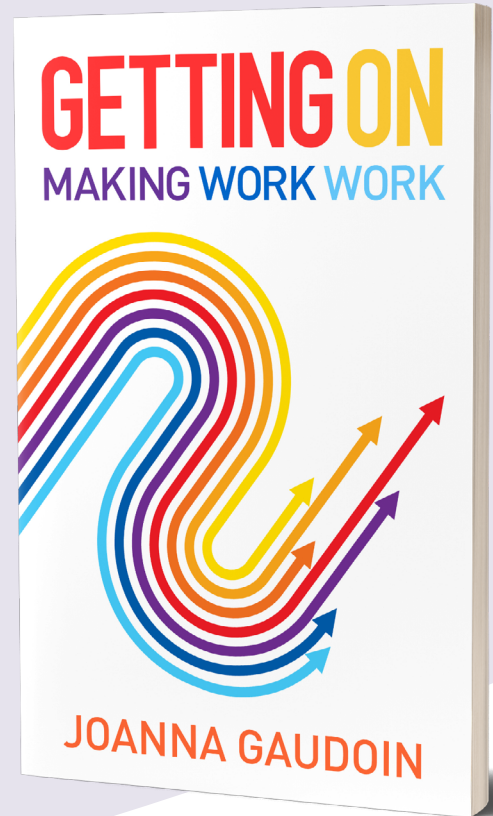
### Why I wrote this book

Every day, I work with people to help them navigate the workplace challenges they face, be the best they can be at work and fulfil their career potential – so that work works for them. This book uses that experience to help you take your own steps towards career success.

*“We know that excelling on the job, doesn’t mean that a successful career will follow – but we don’t always understand why. In Getting On: Making work work, Joanna reminds us to be rigorous in our self-analysis and hone the skills we need to rev our career engine. It’s pragmatic, thought provoking and encourages self-reflection with valuable insights for everyone, no matter what stage your career.”*

**Unette Spencer,**

Chief of Staff to Executive Vice Chair, Mastercard



### About the Author



Joanna has spent more than 10 years working with individuals to help them understand how to blend their technical know-how with ‘softer’ skills to realise career success – either in their existing role, or when looking for new opportunities. Joanna also runs group sessions for organisations and is a regular speaker at events.

**To find out more about Joanna and her work:**

[www.insideoutimage.co.uk](http://www.insideoutimage.co.uk)

[www.gettingonatwork.co.uk](http://www.gettingonatwork.co.uk)

[www.linkedin.com/in/joannagaudoin](http://www.linkedin.com/in/joannagaudoin)

[www.twitter.com/joannainsideout](http://www.twitter.com/joannainsideout)