

CHAPTER 6 · 4 EXERCISES

THE CV THAT GETS SHORTLISTED

(written for the skim, and the system)

Print a fresh copy for every application. The free interactive lesson for this chapter is at attprofessionallanguageservices.com/dream-job/6/.

TRY THIS 15 minutes · once

REWRITE YOUR PROFILE

Write a new profile in three or four lines, using your positioning statement and your single strongest result. Remove every adjective you can't prove. Read it and ask: if this were the only part of my CV someone read, would they want an interview?

TRY THIS 30 minutes · once · in the lesson

THE BULLET REWRITER

Take every bullet on your current CV that starts with "Responsible for", "Duties included" or "Involved in". Rewrite each one as verb, action, result, using your achievement inventory. Add a number wherever you honestly can.

★ **CORE ACTIVITY** 2 hours · once, then 30 minutes per application

YOUR MASTER CV

Build your master CV from your evidence bank. Include every role from the last ten to fifteen years, with all your strongest CAR achievements. Then create your first tailored version for one real advert from your Chapter 2 scan, and check it against the tailoring checklist.

TAILORING CHECKLIST		✓
The profile names the role, or the type of role, in the advert		
The advert's must-haves are visible on page one		
I've used the advert's key words where they truly describe me		
The most relevant bullets come first in each role		
It's two pages or fewer, in a clean, standard layout		
There's no photo, date of birth, or unexplained abbreviation		
The file is named clearly, e.g. Firstname-Surname-CV.pdf		

TRY THIS 10 minutes · once

THE ATS-SAFE CHECK

Save your tailored CV as plain text, or paste it into a plain email. Does everything still appear, in a sensible order? If text from boxes, columns, headers or graphics disappears or jumbles, an ATS may struggle too. Use the plain version from the template library for online application systems.
