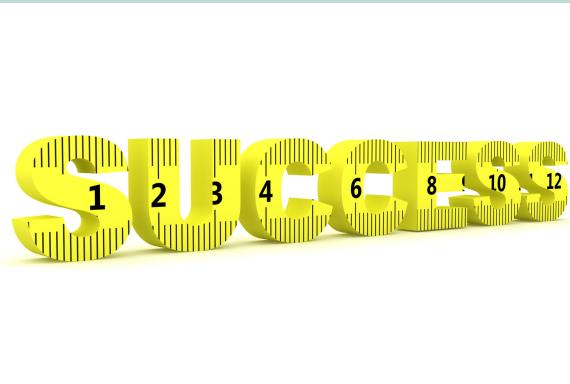


6 EASY STEPS TO SHOW A PROSPECTIVE EMPLOYER YOUR VALUE THROUGHOUT YOUR CV



HOW WAS SUCCESS MEASURED IN YOUR PREVIOUS POSITIONS?

If you worked in sales, you may have been measured by how many new clients you won. If you were in management, you may have been measured by staff retention. Refer back to your 121's and appraisals to define 'success'.

LIST THE WAYS IN WHICH YOU ACHIEVED SUCCESS

Once you have identified how success was measured, make a list of times you went above and beyond to deliver it. For example, you may make a note of a month when you acquired a number of new clients.

QUANTIFY YOUR SUCCESS

Now that you have your list of achievements, you will need to quantify your success. Adding numbers to your achievements help hiring managers see your value. For example, If you are an Admin Assistant, you may have created an e-filing system saving the company £1000 per year in paper.



MAKE A LIST OF ANY AWARDS, PROMOTIONS OR RECOGNITION

Show a prospective employer how a previous employer, colleagues and customers recognised your importance to their company, their team and their business.

USE VALUE-BASED WORDS

By using active verbs in your CV/Covering Letter will show the added-value you have to offer a prospective employer.

HIGHLIGHT YOUR VALUE

Don't list your duties under each job on your CV. Instead, showcase your added-value by providing context. For example, if you are an Event Coordinator - Planned and executed over 150 events, including corporate retreats, fundraisers and workshops for groups of up to 400 participants.