



CV for New Career Direction



When you've had many years in one career and want to change direction, then you need to present your CV so prospective employers can see your skills, experience and interests in a new light. Here are 5 tips for creating a CV that will convince people you are ready and have the right skills for a new career

1



You need to be very clear as to why you want to change careers.

Start with telling it as a story, just to yourself, before putting anything in your CV. Tell the drama, the passion and the reason for changing careers. But at the same time show how your past links to your new direction, and then leads to the future. Test the story with friends and family – is it convincing? Only once you have your story then start your CV..

Write a clear objective – what do you want to do and why.
This needs to be the best two sentences in your CV.
Don't write a bland statement that could be used for any job.
Your objective must speak to the job you are applying for.
If your objective doesn't fit the job you're applying for – then ask yourself "why I am applying for this job?"
If your answer is you want to explore different options then change your objective for different jobs.



2

3



Show off your skills (not your job history).

Get a large piece of flipchart paper and a handful of post-its. Now brainstorm all your skills, interests and strength. Write them on post-its and place them anywhere on the page. Once you have exhausted all your ideas, then start grouping your skills together where are broad common themes eg financial management, communication. Now you are ready to turn these into bullet points.

Write your skills to tell your achievements. Include facts, figures and excitement.
Under each skill write 3-4 bullet points of your achievements. Don't just tell facts but add details that tell a story. "Leading Central Europe sales department for GGD Ltd with sales volume of 300M EUR and leading a team of 5 sales reps" is more interesting than "20 years sales management experience".



4

5



A brief career history, showing your past experience

The final page is a short summary of positions in reverse chronological order with the key facts – company, date, title and main achievements. **Bullet point one or two key achievements under each position.**

Follow these steps and your CV will tell a coherent story of the work you've done, your skills and point towards your objective, convincing the reader you are ready for a new career direction.

For Coaching on Career Change Contact enquiries@pipsy.ch, or see www.pipsy.ch