

# CAREER REVIEW

Comprehensive Guide to

*Advancing Your Career*



EMBRACING YOUR UNIQUE PATH



*The* evolve  
ACADEMY

# Career Review

Let's get started.

Regular reflection on your career is important to ensuring you're navigating your own path and not merely following someone else's blueprint. It's easy to unconsciously slip into roles that may not truly resonate with your personal and professional identity. Over time, as situations and perspectives evolve, it's vital to continually reassess your career direction.

Here's what you can get with this career review guide, plus some tips on how you can write your CV effectively:

## **Self-Reflection and Career Alignment:**

Our guide emphasises the power of self-reflection. It's essential to periodically pause and ask yourself if you're genuinely carving your own path or simply walking a trail set by others. Ensure that your career choices resonate deeply with who you are and what you aspire to be.

## **Vision Mapping:**

Getting ready to launch will provide you practical ways to map out a key vision for your career, helping you to set clear personal goals and directions. A key aspect of career growth is recognising and articulating your strengths and transferrable skills. Our guide assists you in reflect on these skills, which are vital for versatility and progression in today's dynamic job market.

## **Creating Visually Appealing CVs:**

Your CV is often your first impression. We provide tips on designing a CV that is as visually engaging as it is informative, making sure you stand out in the best way possible. By tailoring your application with specific terms and phrases from your targeted job description, you significantly boost your visibility.

## **Enhancing Interview Opportunities:**

Finally, the guide shows you how to align your applications with job requirements effectively, enhancing your chances of securing those all-important interview opportunities.

This Career Review guide is a roadmap for professional growth and self-empowerment, particularly valuable for women seeking to navigate the ever-changing landscape of career development while staying true to their professional selves.

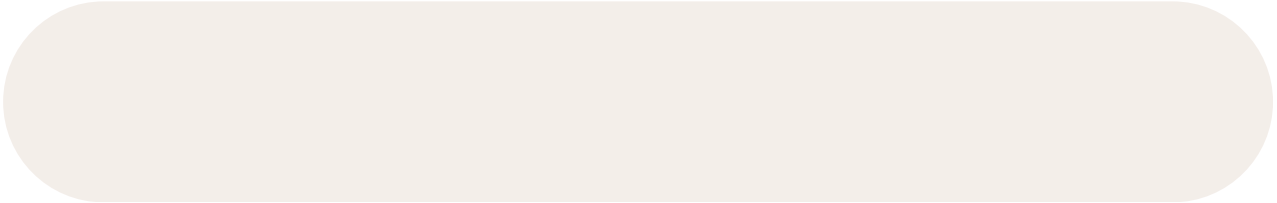


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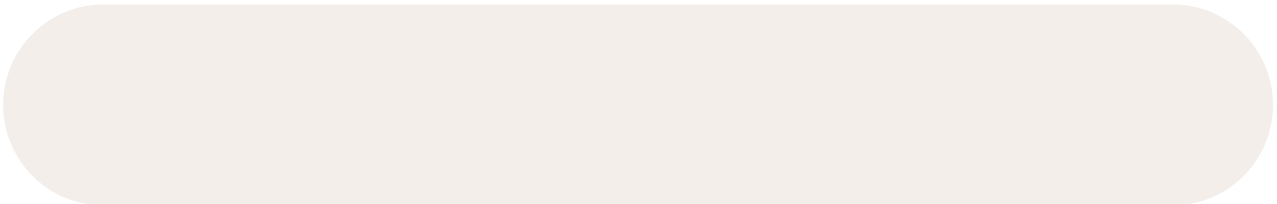
# Getting Started

Consider these questions and think about them as you make decisions to refocus:

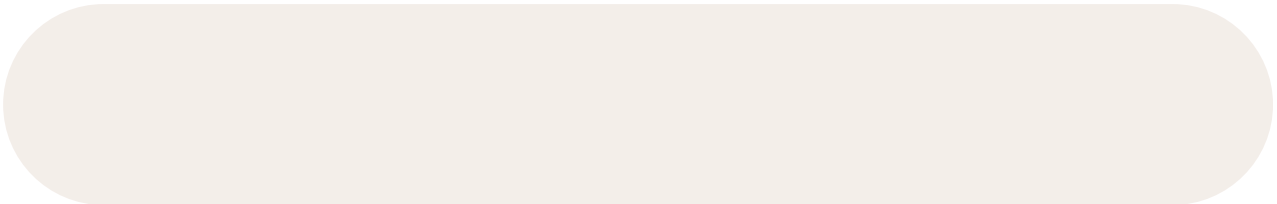
1. How does your current role align with your aspirations for career progression and development?



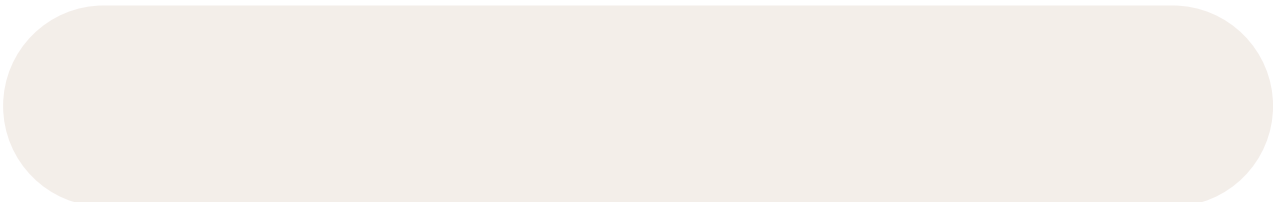
2. Reflecting on your career journey so far, what aspects have resonated most with your sense of professional fulfilment?



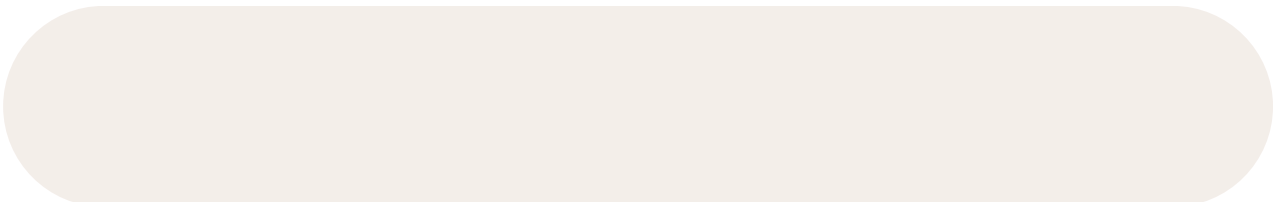
3. If you had the opportunity to make a change in your current role, what would it be, and how might it contribute to your career growth? (For example, colleagues, variety, challenges, connection to values.)



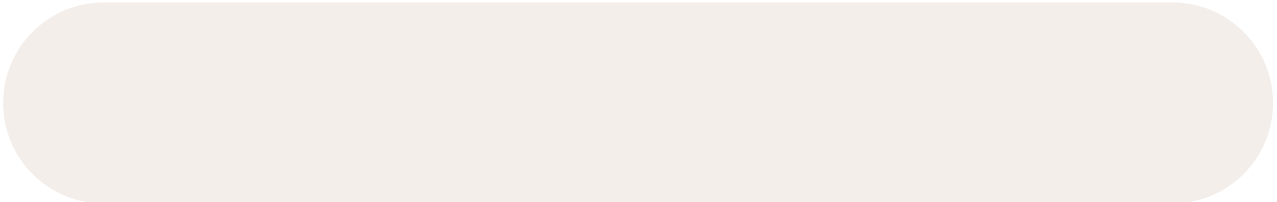
4. In envisioning your ideal job, what key elements and experiences do you believe would bring you the most satisfaction and fulfilment?



5. Looking ahead, in what direction do you see yourself heading in your professional journey?



6. As you consider your future career path, what level of responsibility and impact are you aiming to achieve?



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7. When you think about your daily tasks and responsibilities, what activities genuinely bring you joy and a sense of accomplishment?

8. Beyond your current role or career, do you sense a deeper calling or passion that you feel compelled to explore?

9. If there are any obstacles preventing you from pursuing your passion, what are they, and how might you overcome them?

10. Have you considered engaging a mentor or sponsor to help you navigate your career journey?

11. Is there anyone who you can rally in to support, help or give advice or who can provide resources or strategies to help make it happen?

12. Now you have an idea of what you want, what are the steps involved and how/when do you plan to action this?

# Get Ready to Launch

It's important to consider having your CV ready for action. You never know when an opportunity may come your way. When the time is right, consider what you have in your toolkit that could help you prepare for that next job application, or opportunity when it presents itself, or perhaps you might seek it out.

Resource bank for your CV or LinkedIn profile:

Key words, awards, recognition, testimonials:

What volunteer work do you do both formal and informal? Describe what skills you use:

Individual achievements, acting roles, project work etc: (Personal milestones, challenges and how you have overcome these, accomplishments in one's career or participation in specific projects)

If you have completed the Gallup CliftonStrengths assessment (or similar), add your top five strengths here. And consider an example of how you apply them in your work.

1.

2.

3.

4.

5.

Rapport questions for conversation: read up about the organisation, share any findings you noticed interesting, read up on something in your industry that may be insightful.

With your self-reflection now marked out, now you are ready to create a compelling visual CV that sets you apart from the pack. Celebrate what makes you uniquely you.

# Bringing it together

## Some tips for creating an effective CV

- 01** Have access on your CV and add a link to your LinkedIn account so recruiters can immediately see what you've accomplished.
- 02** Add the logo of the companies you have worked in on LinkedIn. Write a short description of what the company does if they are not well known.
- 03** Remember to add how long you have stayed in a particular role. Write out the years and months. Example: Jan 2020 to June 2022 (2 years and 5 months).
- 04** When writing out your achievements and responsibilities for a job, it is ideal to follow this format: "I have achieved X by doing Y with a result of Z." Quantitative information is highly preferred.
- 05** Only list skills you are confident in and are relevant to the job. You may also list specific software or tools that are important to the role.
- 06** Adding your photo to a CV is optional. Photos help recruiters remember you, but there is a risk of unconscious bias.
- 07** Adding volunteer work and other interests is optional. Information under this section may seem irrelevant but it can build rapport with recruiters and show them different skills and showcase your personality.
- 08** Having a list of references is no longer required in CVs. The same goes for a summary or objective section. Personal choice.



**09** Ensure visual appeal, without crowding your CV. Feel free to use a second page, which usually features your educational background and other achievements and awards.

**10** Make sure the CV's design aesthetic matches the job you are applying for. For creative roles, you may prefer CVs with a touch of colour. For more corporate roles, go for a more simple design. Etsy and Canva have some readily made templates to explore.

**11** Tailor your CV and cover letter for each role to demonstrate how your unique skills meet the employer's specific needs. This personal touch distinguishes your application from more generic submissions.

**12** In addition, enhance your application's impact by focusing on keywords from the job description; it makes your CV more relevant and appealing to employers. Additionally, using these keywords can help your application pass through applicant tracking systems, significantly improving your chances for an interview.



### What recruiters might look for in a CV

(in order of importance):

- 1.Experience
- 2.Role or Title
- 3.Company's Credibility
- 4.Results, Responsibilities, Achievements
- 5.Portfolio
- 6.Contact Information
- 7.Skills & Relevant Software
- 8.Educational Background
- 9.Volunteering and Other Interests



**Important:** Download your CV as a PDF.

Do not use docx, png, or jpg since an applicant tracking system may not be able to properly display the file or scan the text.



# Jessica Booth

## Project Manager

### WORK EXPERIENCE



#### Project Manager

National Bank of Sydney, a national based banking firm that specialises in reaching regional communities.

*March 2022 to August 2025*

*(3 years, 5 months)*

- Maintained 100% client satisfaction by ensuring that all projects meet quality and budget standards
- Boosted annual team productivity by 40% by encouraging fellow managers to work cross-functionally with software and sales teams
- Increased team efficiency by 75% within six months by identifying needs that can be successfully addressed by projects



#### Junior Project Manager

City Digital Banking Group, with a focus on supporting regional communities.

*November 2020 to January 2022*

*(1 year, 2 months)*

- Met 100% of project deadlines and objectives every month by efficiently communicating with managers and coordinating with employees
- Advised upper management in sales, design technology, and marketing so all leadership staff are aligned with processes

### EDUCATION HISTORY



#### Bachelor of Commerce

Institution: UNSW Sydney

*Year of Graduation: 2008*

- Advanced Science (Hons)



### CONTACT ME

#### LinkedIn Profile:

[linkedin.com/in/name](https://www.linkedin.com/in/name)

E [personal@email.com](mailto:personal@email.com)

T 0431 321 597

Location: Penrith, Sydney

### RELEVANT SKILLS

(include top five CliftonStrengths if you have these):

- Strategic Planning
- Project Management Applications
- Team Building
- Empathetic
- Connectedness

### VOLUNTEER WORK AND INTERESTS

#### Volunteer Team Leader,

Scouts, Penrith

#### Rock Climbing Association,

Program Leader