



Career history

This video will show you how to write an achievements focused career history.

The quality of what you write in this section will ultimately decide on whether you get called to interview.

The reader only knows what you tell them. So you need take off your shoes and put yourself in theirs.

Don't be tempted to simply reel off a long list of duties and responsibilities.

Making your CV read like a job description will not help you to stand out because a job description could apply to anyone doing the role.

It's all about showing the difference you've made.

And the way to do this is to focus on your achievements.

Use specific examples supported with concrete facts and figures where possible.

Your career history should take up around 2/3 of the space in your CV.

Employers generally want to know about what you've been doing most recently so write more about your most recent jobs and less about roles further back in time.

If you have a long career history you can simply summarise early jobs or leave them off entirely. You are unlikely to be asked questions at interview about anything further back than 15 years.

So firstly, give the dates, your job title and name of your employer.

Then briefly describe the organisation, and the main purpose of your role in no more than 2 lines including any interesting facts or figures about the employer.

Provide details about the scope of your job and any significant responsibilities.

But then very quickly, you want to start presenting your key achievements.



Use facts, figures and dates to support your achievements - see how using these leap out of the page at you.

Facts and figures are irrefutable, black and white evidence of your achievements.

They add weight to your CV and demonstrate qualities like 'commercial acumen' without the need to actually state it.

You can also show HOW you accomplished your achievements.

"But" we hear you say "it's not always possible to quantify my achievements?"

When you don't have facts and figures you can still state the benefit of your achievement and again you can describe HOW you accomplished this.

See how it's important to state the benefit FIRST and then how you got there AFTERWARDS.

You can see how much more powerful achievements are when supported with facts and figures.

And there you have it. A career history showing the reader the difference you made to your job supported with concrete examples of achievements.