

HOW TO CREATE A CV OR RESUME THAT STANDS OUT

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TODAY WE WILL COVER:

- 1) Surprising secrets to create a high impact resumé and CV
- 2) The biggest, totally avoidable mistakes most job candidates make with their CV/Resumé
- 3) What you must do to ensure your resumé or CV stands out amongst the competition

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five PHASES ON HOW TO CREATE YOUR CAREER BY DESIGN

1. Commit to a Strategy & Build in Accountability
2. Clarify Your Vision
3. Get Your Collateral Ready
4. Master the Art of the Humble Brag
5. Live Inside Your Zone of Genius Everyday

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THE TIME IS NOW BECAUSE....

- Were you aware the hiring managers maybe look at your document for 6- 30 seconds?
- Did you know that majority of large organizations have a system in place called the Applicant Tracking System that screens resumes BEFORE a human lays on them
- Did you know that EVERY SINGLE JOB OPENING POSTED ONLINE there are over 250 applicants? This is on average, across the spectrum not industry related. 1 OUT OF 250.

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BIGGEST MISTAKES I SEE

- Investing ZERO time or energy into curating this product
- Overlooking & forgetting what you've done to get here
- One Size Fits All
- Copy & Paste from templates or job descriptions
- Exclude really cool background about yourself
- Include things DO NOT MATTER
- You do not get feedback from your peers, mentors, managers, and preceptors
- Longer then 1- 2 pages
- You act the CV and resume are the same tool
- Grammar & Spell Check Matter

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CV VS. RESUMÉ

- **Two main differences:**
 - Length
 - Content Included
 - Purpose
- **CV =**
 - Very detailed, descriptive document that explains your detailed path in your career, typically required for academia or giving lectures/Continued Education presentations
- **Resumé =**
 - Very brief summary of your unique skills & experiences
 - Minimal words as possible with showcasing your goals met

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