

# Successfully crafting your Personal History Profile / P11

# Today's hosts



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Associate HR Officer



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Associate HR Officer

# House Keeping Rules

- You are muted by default. The chat function is disabled.
- If you have any questions, please submit them through Zoom Q&A button. Kindly keep your questions relevant to the topic and avoid overly personal inquiries, as we aim to address common concerns during the Q&A portion.
- The session will be recorded. The recording and presentation will be available shortly on the [Inter-Agency Career Week webpage](#) with password: [C@re3rW3ek!#](#)



Due to the large number of participants in this session, we might not be able to respond to all of your questions.

Thank you for your understanding.



# Agenda

Strategizing your job application

Deciphering the Job Description

Describing Your Past Experiences

Tips on Creating a Cover Letter

Q&A



# Disclaimer

The information and guidance provided in this presentation are intended solely for **informational purposes** and do not constitute a guarantee of any specific outcome in the recruitment processes of the United Nations Industrial Development Organization or any other similar entity. This includes, but is not limited to, the likelihood of being long-listed or short-listed for positions, or being invited for assessments or interviews. The presentation outlines **best practices** observed in both private and public sectors, and its contents must be tailored to suit varying contexts.

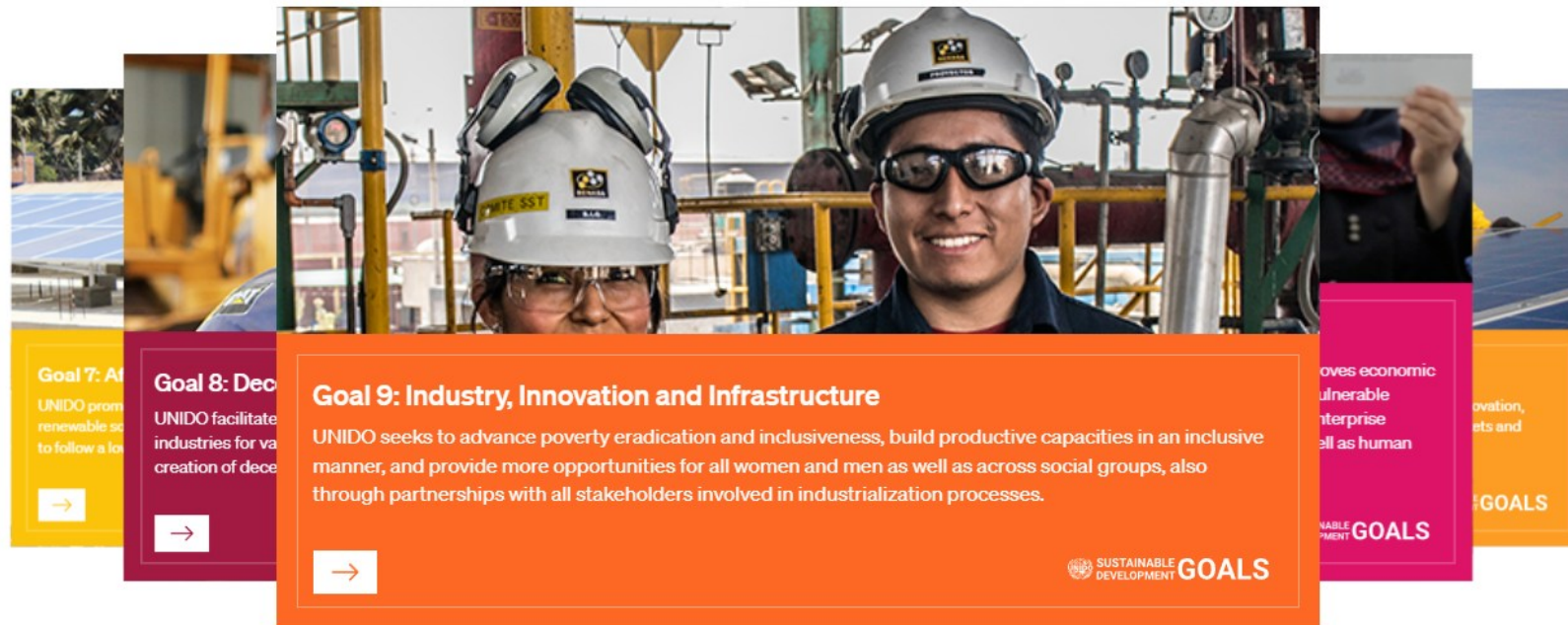




# Strategizing your Job Application



# Do your research!



Organizational mandate and  
priorities



# Key Questions

What should you be asking yourself as you read the job description?





## Key Questions

- What are the current trends and demand for this role in the job market?
- What strategies can I use to differentiate myself from other candidates?
- What are the common qualifications and experiences of professionals currently in these roles?







## Key Questions

- How can I determine if this job aligns with my skills, interests and career goals?



## Key Questions

- What are the key responsibilities and tasks carried out by the current individuals in this role?







## Key Questions

- Do I meet the minimum requirements?
- Is that enough?







## Key Questions

- Do I have the relevant skills and experience to perform well on the position?





# Deciphering the Job Description

# Deciphering the Job Description



Minimum Organizational  
Requirements

Core Values and  
Competencies

Main Responsibilities



# Understanding the Job Description



Minimum Organizational  
Requirements

Core Values and  
Competencies

Main Responsibilities





# Minimum Requirements

Education



Experience



Languages





## Am I eligible?

**Years of  
experience**

**Relevant  
experience**

**Education\***

**Languages**

Educational level  
Field of study  
Accredited institution



Meeting the Minimum Requirements is a necessary (eligibility) but not sufficient condition for being considered (suitability).

However, consider Transferable Skills and Experiences when self-assessing.



# Deciphering the Job Description - Exercise



# Functional Responsibilities

- **Select, organize and summarize** background information to describe the overall context and background relevant to a project or a sector of technical cooperation activities in a country, assess the local context for the planning and administration of individual technical cooperation projects;
- **Contribute to the design and development** of project concepts and proposals aimed at bridging the funding gap for sustainable cooling, collaborating with relevant donors such as GCF, GEF, AF, EU, and others, with emphasis on integrating the objectives of new or future Montreal Protocol funding windows on energy efficiency and sustainable cooling;
- **Identify and explore opportunities** for innovative financing mechanisms to support the implementation of sustainable cooling solutions and energy efficiency projects under the Montreal Protocol framework;
- **Analyze and interpret** project background history and documentation; identify, reconstruct and document significant project events, decisions and deviations;
- **Draft** sections of project documents such as project background and justification;
- Inform experts, consultants and other project participants about logistical arrangements and internal procedures for monitoring and reporting in terms of the immediate objectives of specific projects;
- **Monitor** specific aspects of project execution and identify problems and proposing that actions be taken to expedite delivery of inputs;
- **Draft** comments on designated aspects of project progress as an input to programme monitoring;
- **Draft** project revisions, including adjusting individual project budgets, based on changed work plans.



# Functional Responsibilities

- Select, organize and summarize background information to describe the overall context and background relevant to a project or a sector of technical cooperation activities in a country, assess the local context for the planning and administration of individual technical cooperation projects;
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## Technical and Functional Experience

**Education:** Advanced university level degree (master's or equivalent) in Economics, Environmental Management, Engineering, a field of direct relevance to the mandate of the Department, **is required**. Specialisation in refrigeration and air-condition technologies is desirable.

**Experience:**

- A minimum of three (3) years of working experience, including some at the international level, in project execution or coordination, particularly in the areas of **Montreal Protocol and its Kigali Amendment is required**.
- Experience evaluating needs, conditions and problems in developing countries, and in technical cooperation projects in dealing with **Ozone Depleting Substances (ODS) under the Montreal Protocol is required**
- Knowledge and experience including in the provision of technical assistance in the implementation of Multilateral Environmental agreements, specifically the **Montreal Protocol and the Kigali Amendment is required**.
- Substantive experience in all phases of the Project Cycle **is desired**.
- Exposure to the needs, conditions and problems in developing countries **is desirable**.

**Languages:** Fluency in written and spoken English **is required**. Fluency in or working knowledge of **Spanish, is required**

# Important!

Action verbs are used to convey the main activities engaged in by the incumbent.

What action verbs do you choose to describe **your own past experiences** matter!



# Important!

Fully assess what is expected of the incumbent in terms of day-to-day activities and start mapping out how your experiences may align with that tasks and responsibilities described.





How do I show that I  
have directly  
relevant experience  
to the position?





Do I have past evidence  
that I could 'hit the ground  
running' or have an easy  
learning curve?





How do I show that I  
have potential  
transferable skills?

# Conducting a Self-Assessment

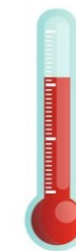
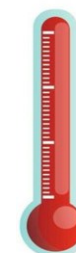


# Self-assessing potential fit

Needs of the Organization		My professional Experience



Needs of the Organization	My professional Experience
Ability to lead and manage technical cooperation projects, ensuring effective implementation and achieving project goals.	Led a team of 20 professionals in the implementation of a \$10 million technical cooperation project aimed at improving industrial processes in three developing countries. Achieved a 30% increase in production efficiency and a 25% reduction in waste within the first year.
Conduct comprehensive market analyses, feasibility studies, and policy advisory services to support industrial development.	Supported market analyses and feasibility studies for a regional development project, identifying growth opportunities for local industries. Provided policy recommendations that led to a 15% increase in manufacturing output.
Building and maintaining partnerships for knowledge transfer, networking, and industrial cooperation.	Managed partnerships with educational institutions and community organizations to promote STEM education initiatives. Organized workshops and training sessions for 300 students and educators, resulting in a 25% increase in student engagement and performance in STEM subjects. Skills can be easily transferable to industrial cooperation context.



# Describing Your Past Experiences



## Describing your Past Experiences – Gender Equality Specialist



- Designed and implemented gender mainstreaming strategies in projects, ensuring gender equality in all phases of project development.
- Conducted gender analysis and assessments for 10 major projects, leading to the inclusion of gender-specific indicators and targets.
- Organized workshops and training sessions for 300 staff members and partners on gender equality and women's empowerment.
- Advocated for policy changes that promoted women's participation in industrial sectors, resulting in a 30% increase in female employment.





## Describing your Past Experiences – Technical Advisor – Energy Efficiency

- Advised on the implementation of energy efficiency measures in 50 industrial plants, resulting in a 25% reduction in energy consumption.
- Conducted energy audits and provided technical recommendations that saved companies an average of \$500,000 annually.
- Collaborated with government agencies to develop and enforce energy efficiency standards and regulations.
- Published technical reports and case studies to share best practices and lessons learned with the global community.



**IMPROVE SOMETHING**

**Modified**  
**Standardized**  
**Converted**  
**Replaced**  
**Redesigned**  
**Strengthened**  
**Customized**  
**Restructured**  
**Refined**  
**Updated**  
**Influenced**  
**Revamped**

**LED A PROJECT**

**Oversaw**  
**Executed**  
**Produced**  
**Coordinated**  
**Organized**  
**Orchestrated**  
**Controlled**  
**Chaired**  
**Planned**  
**Headed**  
**Programmed**  
**Operated**

**CREATE SOMETHING**

**Engineered**  
**Created**  
**Instituted**  
**Formalized**  
**Formulated**  
**Founded**  
**Spearheaded**  
**Devised**  
**Introduced**  
**Formed**  
**Developed**  
**Launched**

**MANAGE A TEAM**

**Recruited**  
**Hired**  
**Cultivated**  
**Shaped**  
**Guided**  
**Aligned**  
**Regulated**  
**Inspired**  
**Directed**  
**Supervised**  
**Mentored**

**RESEARCHED**

**Calculated**  
**Surveyed**  
**Investigated**  
**Evaluated**  
**Tracked**  
**Audited**  
**Tested**  
**Analyzed**  
**Mapped**  
**Examined**  
**Assembled**  
**Measured**

# Always remember:

Be Honest and Realistic: Ensure that your descriptions and achievements accurately reflect your experience, job title, and the organization you worked for.

Misalignment can quickly undermine your credibility.



How do you align with  
the organizational mandate?





# Creating a Cover Letter

1

Intro

- Why are you **interested** in contributing to the organizations mandate?

2

Argument

- How do your **experiences** align with the position?
- How do your career goals and **values** align with the organization?
- What highlights from your **competencies and skills** are essential to showcase your fit – or what are the transferable skills you have?
- What makes you a **strong candidate**?

3

Closing

- Succinctly reiterate your interest and fit for the role by adding new info about your application
- What is your **UPS**- distinguish yourself from others?

# Creating a Cover Letter



# Recruiter's Corner

- Research the Organization
- Tailor Your Resume and Cover Letter
- Showcase Achievements
- Highlight International Experience if possible
- Proofread Carefully
- Follow Instructions
- Be careful with the answers to provide to the FIT questions



# Q & A



# Recommended Sessions (1/2)

**#Keynote Session**

**Pursuing your Success :  
Skills for Career  
Development**

16 June, Monday

New York 09:00-10:00  
Copenhagen 15:00-16:00  
Nairobi 16:00-17:00  
Bangkok 20:00-21:00

**Micheal Conneely**  
Director, Human Resource  
Management, UNIDO

Register from the Inter-Agency Career Week 2025 page

## DAY 1/SESSION 5 - PURSUING YOUR SUCCESS : SKILLS FOR CAREER DEVELOPMENT

- 🕒 Monday, June 16, 2025 - 15:00 to 16:00 CEST
- 🌐 English
- 📄 Keynote Speakers
- 🏢 UNIDO

**#Career Clinics**

**CBI for applicants**

17 June, Tuesday

New York 07:30-08:30  
Copenhagen 13:30-14:30  
Nairobi 14:30-15:30  
Bangkok 18:30-19:30

Register from the Inter-Agency Career Week 2025 page

**Megan McDermott-Roiden**  
Team leader,  
Talent Development team,  
UNOV/UNODC

**Wenda Karen Mueller-Plantada**  
HR Partner,  
Talent Development team,  
UNOV/UNODC

**Andres Kiente**  
Head of Talent Development and  
Performance Management,  
UNIDO

**Maria Fernandez de Mazarombia**  
Senior Coordinator, HR and People  
Strategy,  
UNIDO

## DAY 2/SESSION 4 - CBI FOR APPLICANTS (UNIDO, UNOV/UNODC)

- 🕒 Tuesday, June 17, 2025 - 13:30 to 14:30 CEST
- 🌐 English
- 📄 Career Clinic
- 🏢 UNIDO, UNOV/UNODC

**#Presentation**

**Effective Interviewing  
Skills in the UN**

17 June, Tuesday

New York 15:00-16:00  
Copenhagen 21:00-22:00  
Nairobi 22:00-23:00  
Bangkok 02:00-03:00

**Gabriel Tuan**  
Manager for Learning and Development,  
UN Women

Register from the Inter-Agency Career Week 2025 page

## DAY 2/SESSION 9 - EFFECTIVE INTERVIEWING SKILLS IN THE UN

- 🕒 Tuesday, June 17, 2025 - 21:00 to 22:00
- 🌐 English
- 📄 Presentation
- 🏢 UN Women

# Recommended Sessions (2/2)

**#Presentation**

**Your application and the process**

19 June, Thursday

New York 06:00-07:00  
Copenhagen 12:00-13:00  
Nairobi 13:00-14:00  
Bangkok 17:00-18:00

**Aicha Abdoulhazis**  
Human Resources Officer,  
OCHA

Register from the Inter-Agency Career Week 2025 page

## DAY 4/SESSION 3 - YOUR APPLICATION AND THE PROCESS (OCHA)

🕒 Thursday, June 19, 2025 - 12:00 to 13:00

🌐 English

📄 Presentation

🏢 OCHA

**#Panel Discussion**

**Navigating and supporting the careers of women in the UN system**

19 June, Thursday

New York 13:30-14:30 Copenhagen 19:30-20:30  
Nairobi 20:30-21:30 Bangkok 00:30-01:30

**Christian F. Saunders**  
Under-Secretary-General and  
Special Coordinator on improving  
the United Nations response to  
sexual exploitation and abuse,  
OSCSEA

**Tolulope Agiri**  
Deputy Director and Head  
of Human Resources,  
ICAO

**Oblanuju Osude**  
Diversity, Equity, and  
Inclusion Specialist,  
UNOPS

Register from the Inter-Agency Career Week 2025 page

## DAY 4/SESSION 8 - NAVIGATING AND SUPPORTING THE CAREERS OF WOMEN IN THE UN SYSTEM (ICAO, UNOPS, UN SECRETARIAT)

🕒 Thursday, June 19, 2025 - 19:30 to 20:30

🌐 English

📄 Panel Discussion

🏢 ICAO, UNOPS, UN Secretariat

**#Presentation**

**CV writing – transforming tasks into achievements**

20 June, Friday

New York 13:30-14:30  
Copenhagen 19:30-20:30  
Nairobi 20:30-21:30  
Bangkok 00:30-01:30

Register from the Inter-Agency Career Week 2025 page

## DAY 5/SESSION 8 - CV WRITING – TRANSFORMING TASKS INTO ACHIEVEMENTS (UNESCO)

🕒 Friday, June 20, 2025 - 19:30 to 20:30

🌐 English

📄 Presentation

🏢 UNESCO



# UN Inter- Agency Career Week 2025 Agenda

16 - 20 June



	Monday, 16 June	Tuesday, 17 June	Wednesday 18 June	Thursday 19 June	Friday, 20 June
03:00-04:00 (New York) 09:00-10:00 (Europe) 10:00-11:00 (Nairobi) 14:00-15:00 (Bangkok)	Pres (E) - Embracing Your Career Journey in a VUCA World - Unlocking the Power of Learning Agility	Pres (E) - Your career is more than your next job	PD (E) - Career Conversations with colleagues on Inter-Agency mobility	Pres (E) - Skills for the Future of Work	Pres (E) - NextGEN Talent Acquisition: Insights from Recruiters
04:30-05:30 (New York) 10:30-11:30 (Europe) 11:30-12:30 (Nairobi) 15:30-16:30 (Bangkok)	Pres (E) - Charting your Blue Ocean: Identifying Emerging Opportunities and In-Demand Roles	PD (F) - Conversation de Carrière (Parcours Leadership)	Pres (E) - Navigating Inter-agency moves: key questions to consider	PD (F) - Conversations de carrière avec des collègues sur la mobilité inter-agences	Pres (E) - Demystifying Job Searching in the UN System
06:00-07:00 (New York) 12:00-13:00 (Europe) 13:00-14:00 (Nairobi) 17:00-18:00 (Bangkok)	Clinic (F) - Optimisez votre PHP : Clés pour une Candidature Réussie	Clinic (F) - Entretien basé sur les compétences pour les candidats	Clinic (F) - Réseautage Stratégique : Créer des liens, créer des chances	Pres (E) - Your application and the process	PD (E) - Recruitment for Global Impact: Insights from Purpose-Driven Organizations
07:30-08:30 (New York) 13:30-14:30 (Europe) 14:30-15:30 (Nairobi) 18:30-19:30 (Bangkok)	Clinic (E) - Successfully crafting your Personal History Profile / P11	Clinic (E) - CBI for applicants	Clinic (E) - Demystifying Networking for Career growth	Clinic (E) - Career Pivot into the Private Sector	PD (E) - How Volunteering Shapes Future Careers
09:00-10:00 (New York) 15:00-16:00 (Europe) 16:00-17:00 (Nairobi) 20:00-21:00 (Bangkok)	Keynote Speakers (E) - Pursuing your Success : Skills for Career Development	Keynote Speakers (E) - Unlocking Career Potential: The Power of Continuous Learning and Training	Keynote Speakers (E) - A holistic approach to career development	Keynote Speakers (E) - Onto the Balcony: Leadership Insights from a Personal Journey	Keynote Speakers (E) - Keynote Address by David Bearfield (UNDP)
10:30-11:30 (New York) 16:30-17:30 (Europe) 17:30-18:30 (Nairobi) 21:30-22:30 (Bangkok)	Pres (E) - Your Personal Journey	PD (E) - The Leadership Equation: Integrity, Innovation, and Impact	PD (E) - Getting into the international professional category - Moving to a different UN Organization	PD (E) - Career Conversations with colleagues on Interns and Fellows	Pres (E) - Creating Your Personal Learning Strategy
12:00-13:00 (New York) 18:00-19:00 (Europe) 19:00-20:00 (Nairobi) 23:00-00:00 (Bangkok)	Pres (S) - El CV como herramienta de impacto	Pres (E) - Branding from the Inside Out: Authenticity and EQ in Action	Clinic (S) - Desmitificando el Networking para el Crecimiento Profesional	Pres (E) - From Federal to Civilian: Resumes & Job Search Strategies	Clinic (S) - CBI para solicitantes
13:30-14:30 (New York) 19:30-20:30 (Europe) 20:30-21:30 (Nairobi) 00:30 <sup>-1</sup> -01:30 <sup>-1</sup> (Bangkok)	Pres (E) - A Mind-Blowing Tour of AI Tools to Accelerate Your Career	PD (S) - Voces de Impacto: Liderazgo que Transforma	Pres (E) - Resilience and Adaptability in times of change: "Bending without breaking"	PD (E) - Navigating and supporting the careers of women in the UN system	Pres (E) - CV writing - transforming tasks into achievements
15:00-16:00 (New York) 21:00-22:00 (Europe) 22:00-23:00 (Nairobi) 01:00 <sup>-1</sup> -02:00 <sup>-1</sup> (Bangkok)	Pres (S) - Entrevistas de trabajo eficaces en el sistema de las Naciones Unidas	Pres (E) - Effective Interviewing Skills in the UN	Pres (S) - Cómo completar un perfil para solicitar un puesto de manera efectiva	Pres (E) - Step Into your Future: How to set big goals and unlock your potential as a leader	Pres (E) - Reset and Recharge: Reconnecting with what grounds us



# THANK YOU! MERCI ! ¡GRACIAS!

The presentation, recording and other resources will be shared on our dedicated Inter-Agency Career Week Page.

Please fill out the [Evaluation Survey](#). Your feedback matters to us!



If you have any questions, please reach out to [learning@unido.org](mailto:learning@unido.org).