

CV Writing

Transforming Skills to Achievements

Margaret Jones
HR Officer (Learning), UNESCO

House Keeping Rules


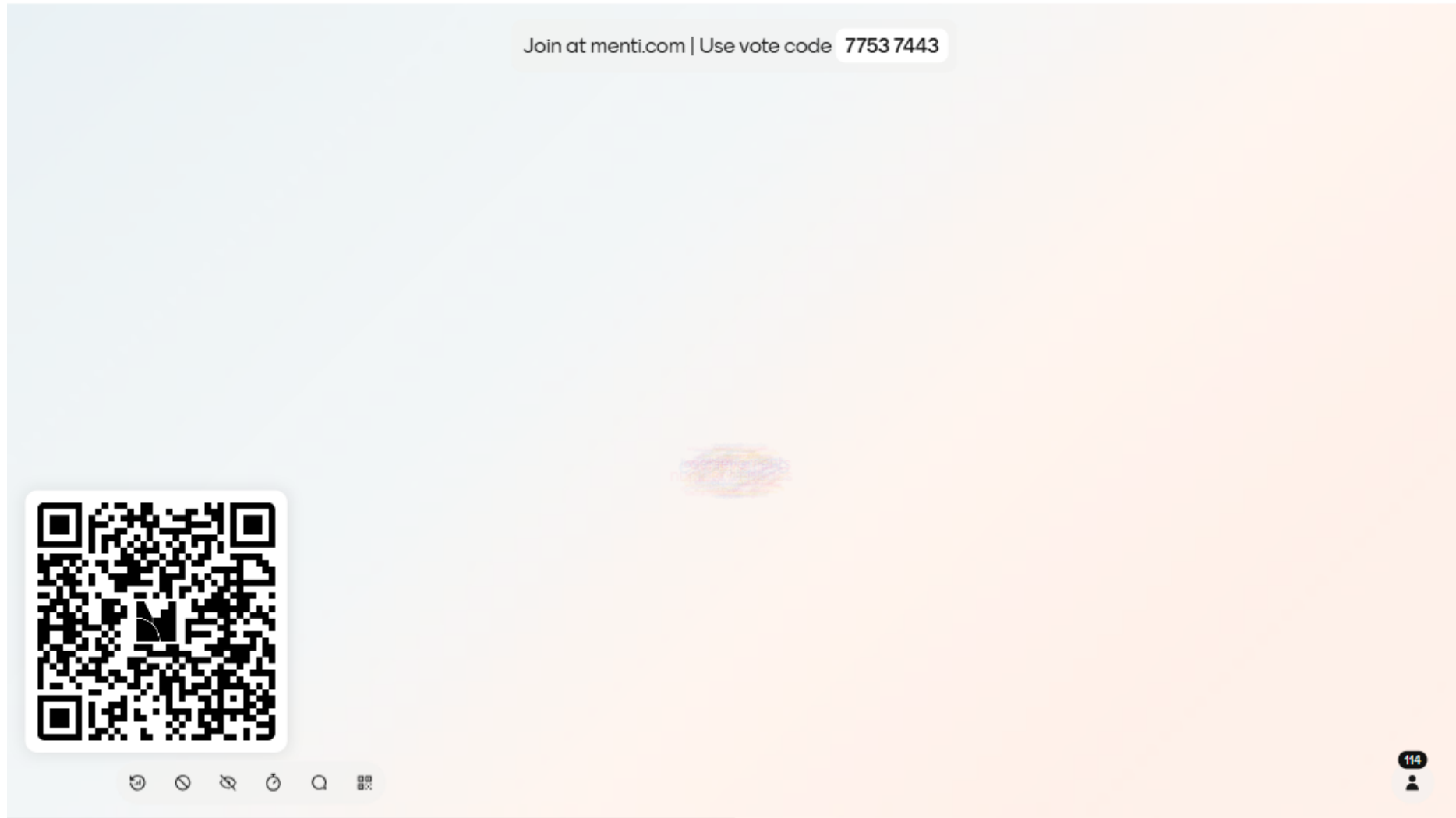
- You are muted by default. The chat function is disabled.
- If you have any questions, please submit them through Zoom Q&A button. Kindly keep your questions relevant to the topic and avoid overly personalised inquiries.
- The session will be recorded. The recording and presentation will be available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



Due to the large number of colleagues in this session, we will prioritize questions that seem most relevant to many participants.

Thank you for your understanding.

Join at menti.com | Use vote code **7753 7443**

A square QR code located in the bottom left corner of the main screen area.The main interface of a Mentimeter poll. It has a light blue and orange gradient background. At the top, it displays the join link and vote code. In the center, there is a faint, colorful circular graphic. At the bottom left, there is a row of icons for poll controls. At the bottom right, there is a notification bubble showing "114" and a person icon.

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0620 CV writing


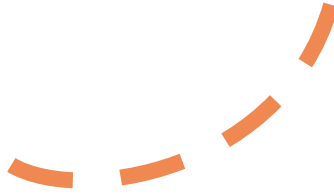


Choose a slide to present







What we will cover

- 
- How to identify my skills?
 - How do achievements differ from tasks?
 - What should I look for in the Vacancy Notice?
 - How do I write about my achievements?
- 

Demonstrating achievements



Employment History Form

INSTRUCTIONS
Please answer each question clearly and completely. Do not make any changes to the fields of the form.

Last Name: _____ First Name: _____

Starting with your present/recent post, list in reverse order every employment you have had. Please use a separate block for each job and remove the block(s) as not required.

WORK EXPERIENCE 1:

| From | To | Job title |
|---------------------------------|----|-----------------------------|
| | | |
| Name of employer | | Location (City and Country) |
| Current Annual Salary (approx.) | | Number of direct reports |
| UN Grade/Level (if applicable) | | |
| Main responsibilities: | | |
| Main achievements: | | |

WORK EXPERIENCE 2:

| From | To | Job title |
|---------------------------------|----|-----------------------------|
| | | |
| Name of employer | | Location (City and Country) |
| Current Annual Salary (approx.) | | Number of direct reports |
| UN Grade/Level (if applicable) | | |
| Main responsibilities: | | |
| Main achievements: | | |

D. UN Certification Programmes (if any)

25. List membership of professional societies and activities in civil society or international affairs

26. List any significant publications you have written (do not attach them) or any special recognition

27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross and indicate denomination salary per annum for your last or present post.

Have you already been issued a UN Index Number? No ☐ Yes ☐ If yes, please indicate this number: _____



Are you a current or former UNV? Yes ☐ No ☐ If yes, please indicate roster number: _____

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

| FROM | TO | SALARIES PER ANNUM | | FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: UN Grade of your post (if applicable): Last UN step in your post (if applicable): |
|---|------------|--------------------|---------------|--|
| Month/Year | Month/Year | Starting (gross) | Final (gross) | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: |
| ADDRESS OF EMPLOYER: | | | | EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%) |
| NAME OF SUPERVISOR: Email Add. and/or Telephone No. Of Supervisor: | | | | Type of contract: <input type="checkbox"/> 100 Series <input type="checkbox"/> 200 series <input type="checkbox"/> ALD/300 series <input type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Continuing <input type="checkbox"/> FTA <input type="checkbox"/> TA <input type="checkbox"/> SSA <input type="checkbox"/> SC <input type="checkbox"/> UNV <input type="checkbox"/> Other |
| Number of Professional Staff Supervised: Number of Support Staff | | | | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS | | | | |

B. PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)

| FROM | TO | SALARIES PER ANNUM | | FUNCTIONAL TITLE: As specified in your Letter of |
|------------|------------|--------------------|---------------|--|
| Month/Year | Month/Year | Starting (gross) | Final (gross) | |
| | | | | |
| | | | | |
| | | | | |



4. Employment History


Starting with your current position, list below every employment (private and public, including military) since you began to work. If you have served in more than one position for an employer, show employment progression for that employer. If you have served in the US military, please attach a copy of your discharge form. For other countries, please provide dates, rank, and type of discharge.

Can the World Bank Group contact you current employer for references? ☐ Yes ☐ No


| | Name of Organization | Start Date (MM/YYYY) | End Date (MM/YYYY) |
|---|----------------------|----------------------|--------------------|
| 1 | | | |

| Address of Organization | | Name, Title, Address of current contact to confirm employment | |
|--|--------------------|---|---|
| | | | |
| Contact Telephone number | Contact Fax Number | Contact Email | |
| Name used during employment | | Position/Title/Location | |
| Type of Organization | | Country(ies) worked in | |
| Please select one | | | |
| Salary (In US Dollars) | | | |
| Starting Salary | Ending Salary | Periodicity | Please check one <input type="checkbox"/> Net <input type="checkbox"/> Gross |
| Other Cash Benefits | | | |
| State Reason for Leaving | | | |
| Describe concisely your duties, accomplishments and responsibilities | | | |

Add Remove



Identifying achievements and skills



What do we mean by "achievements"?



It was part of
my job.

I didn't do it on
my own.
Others were
involved.

Other people
have done it
quicker /
better...

My
colleagues
know I did
this.

I CANNOT say it
was an achievement
because...

I did not get
any recognition
from my
supervisor.

The process did
not go perfectly
or smoothly.

It feels as
though I am
boasting to say
how that I did a
good job.

I did it

It was part of
my job.

I didn't do it on
my own.
Others were
involved.
I worked with
others to
achieve this

Other people
have done it
better.
I am not claiming
to be the best /
quickest

It needs to be
repeated for the
application

My
colleagues
know I did
this.

I CAN say it was an
achievement
because...

I learnt from the
obstacles and
challenges

It feels as
though I am
boasting to say
I did a
good job.
I am being factual
and not boasting

I did not get
any recognition
I am being asked
to identify my own
achievements

Identifying Achievements

Approach 1

Brainstorm on achievements

Approach 2

Review work / tasks / agenda
methodically

**Preference for one over the other –
BUT USE BOTH!**

Identifying Achievements

Self-coaching questions

- What was my task?
- What happened thanks to me?
- What improvements did I suggest or make?
- What challenges did I overcome?
- What did I do beyond my role?
- What positive 'feedback' did I get?

Identifying Your Skills

Skills



Examples

Examples



Skills

What is
your
story



Analyzing the Vacancy Notice

Analyzing the Vacancy Notice /Job Advertisement / Job Opening

Analyzing the Vacancy Notice

Soft skills
and hard
skills

What ideas
are
repeated?

How can
you help?

Analyzing the Vacancy Notice

Soft skills and hard skills

What ideas are repeated?

How can you help?

Vacancy Notice – Associate Project Officer

Organisation – XXX

Location – Geneva, Switzerland

Grade – P2

Org. Setting and Reporting

The position is located within the Office of Country Programs (OCP), Division of International Affairs (DIA) at our headquarters in Geneva, Switzerland. OCP/DIA is leading the work of our organization in various regions. As part of its mandate, OCP coordinates technical assistance at country, (sub) regional, and continental levels, especially in the context of promoting international trade.

Functions

- Manage project implementation and reporting, including leading/participating in missions, preparing agreements; facilitate expert and technician clearance and exchange; provide necessary support.
- Coordinate project implementation and management among relevant units internally and externally.
- Develop terms of reference for project experts/consultants to be recruited for project implementation; supervises and monitors their performance.
- Prepare reports on the project implementation for meetings, donors, and other related stakeholders.
- Review the annual work plan and budget for the project.
- Review the annual financial reports on the implementation of the project.
- Prepare advocacy materials to raise the visibility of the ABC project.
- Represent the project during relevant events/activities.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science, economics, or a related field.
- Five years of relevant experience in project or programme management, outreach, administration, project budgeting and financial management or a related area.
- Working knowledge of English and limited knowledge of another UN official language (Arabic, Chinese, French, Russian or Spanish).

Competencies

- Professionalism
- Collaboration
- Effective Communication
- Building Relationships

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable.
- Extent and relevance of experience in project management, resource mobilization, donor relations, strategic partnerships development and implementation, including with donors, member nations, private sector, civil society, is considered an asset.
- Extent and relevance of experience in developing outreach and advocacy plans, including events, as well as the production of content for external audiences and for awareness raising platforms is an asset.
- Experience in project design and/or programming.
- Understanding of UN policies and programmes and experience in project cycle management.

How to present your contribution

How to present your contribution?

Poll

HOW DO YOU CURRENTLY DESCRIBE YOUR WORK EXPERIENCE?

QUESTION

- Bullet points of two lines maximum
- Paragraph summaries
- STAR (Situation, Task, Action, Result) format
- Another approach

Constructing a Bullet Point

- 1** **Select a strong action verb** Begin with a verb that clearly describes the action you took. "Led," "Developed," "Implemented," "Managed," "Coordinated,"
- 2** **Provide context** Briefly explain what you did. This should provide context to the action verb.
- 3** **Highlight your contribution** Focus on what you specifically did and how you contributed to the task or project.
- 4** **Determine the impact** Focus on the impact rather than the objective or aim.
- 5** **Quantify the results** Include numbers to show the impact of your work, e.g. percentages, financial amounts, time.
- 6** **Connect to the job requirements** Ensure that the bullet point demonstrates skills or experiences relevant to the specific job application.
- 7** **Experiment with the order** Experiment with the order within the bullet point and within the job section.

Example Bullet Point Construction

Final Bullet Point

Action Verb: Led

Task/Project: a team of five in developing a new marketing strategy

Contribution: Implemented innovative techniques to improve social media engagement

Quantified Results: Increased sales by 20% within six months

Relevance: link to the job advertisement

"Led a team of five in developing a new marketing strategy, implemented innovative techniques to improve social media engagement, resulting in a 20% increase in sales within six months."

To be improved

1

Generated significant savings

2

Organized a large-scale event

3

Gathered data from various locations

4

Incorporated input from different stakeholders

Poll

QUESTION

**I FIND IT EASY TO QUANTIFY MY
ACHIEVEMENTS**

- Strongly agree
- Agree
- Disagree
- Strongly disagree

Quantifiers

Feedback :

Increased participant satisfaction by **15%**.

Time Saved:

Reduced processing time by **20%**.

Financial Amounts:

Saved the Organization **\$50,000** annually by streamlining processes.

Growth Metrics:

Achieved a **30%** growth in participation of GS staff in learning initiatives over a six month period.

Frequency:

Conducted weekly training sessions for a team of **10**.

Geographic Scope:

Gathered data from **3** countries.

Efficiency Improvements:

Improved processing time of travel requests by **25%**.

Client Metrics:

Increased client survey response rates by **10%**.

Performance Metrics:

Boosted website traffic by **40%**.

Cost Reductions:

Cut operational costs by **15%**.

Productivity Gains:

Enhanced team productivity by **20%**.

Revenue Increases:

Generated **\$100,000** in new business revenue.

Project Metrics:

Completed **5** major projects ahead of schedule.

Quality Improvements:

Reduced error rates by **30%**.

User Engagement:

Increased user engagement by **25%**.

Before and After

BEFORE

Responsible for research on health trends across several countries, in order to generate data for report.

Assisted with the analyses of bids for proposed contract awards prior to submission to the Procurement Division.

Managed the Director's travel and missions, ensured flight bookings and provision of logistics information, and followed up on trip reports and travel claims.

Participated in the organization of events, workshops and meetings.

AFTER

Conducted research on maternal health across 3 countries, generating data for a proposal resulting in a \$150,000 grant.

Analyzed bids for proposed contract awards of \$70,000, ensuring accuracy and compliance against 35 criteria, before submission to the Procurement Division.

Coordinated Director's travel, securing flight bookings and logistics for 50+ trips annually; reduced costs by 15% p.a. through negotiating agreements with two hotel chains.

Designed the communication campaign for organization-wide career week, generating 100,000+ unique participants from 20 entities.

What to avoid

- Paragraphs
- Inconsistent style
- Narrative style
- Personal pronouns & possessives
- Adjectives & adverbs
- Terminology and acronyms

What to avoid

"Worked as lead officer for the flagship programme, which was the first of its kind in that country and the first time that my organisation had been involved in such a project."

Vague words

Worked / Participated in / Contributed / Helped

...

Isolate your personal contribution

Repetition

"Managed process of developing managers on management skills"

Wrap up

- Bullet points
- Consistent style
- Quantifiers
- Meaningful vocabulary
- Show impact
- Focus on your audience

Match your skills and experience to the Vacancy Notice

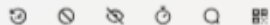


XN

Join at menti.com | Use vote code **7753 7443**

What will you take away from this session?

transpiration
leader bold
creative
fast focus inspiration



0/1

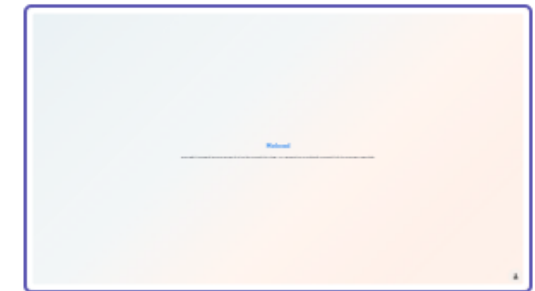
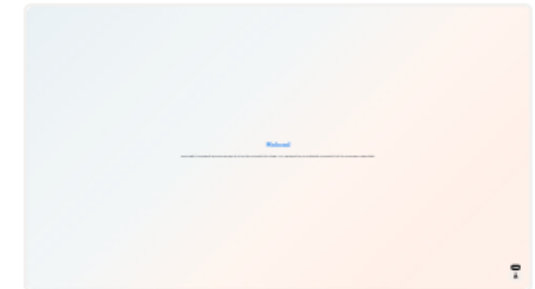


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THANK YOU! MERCI ! ¡GRACIAS!

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 career.development@undp.org.

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 ⁻¹ -01:30 ⁻¹ (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 ⁻¹ -02:00 ⁻¹ (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 |