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PLOTTING OUT YOUR EMPLOYMENT HISTORY

Now, it's time to plot out your employment history, starting with your most recent role.

Remember to:

Format each job in the following order:

- Job title
- Company
- Dates of employment
- Key responsibilities and achievements

Avoid leaving career gaps

If you were unemployed for a period of time, explain how you made use of this time; whether it was job searching or travelling. Whatever your reasons, be as transparent as possible.

Within each entry of your employment history, focus on the value you added, not what your duties were. If any of your roles were temporary, say so.



Identify the keywords for the job vacancy you are applying for, and use these where relevant in your role descriptions

Provide more detail for those roles which are most relevant to that which you are applying for



Example:

Finance Manager [Insert company name] July 2016 – December 2018

- Management of monthly management accounts and P&L
- Planning and managing budgets
- Preparation of balance sheet schedules
- Analysis of key accounts and expenses
- Supporting in year-end audit

Once you have plotted this section out, you are ready to bring your experience and achievements to life with the language you use.