



How to write your CV teaching guide

Full narration transcripts and post video evaluations

Use this guide alongside the introduction and complete teaching videos. The three-question check after each teaching lesson is the same assessment found in the course. Attempt it before reading its explanations. The course articles retain the full practical activities and a separate final assessment.

All 6 of 6 source lessons have complete narrated teaching videos, plus a short course introduction. The 18 existing lesson questions are reused as post-video checks. The separate 12-question final is preserved.

Voiceover Generated with [AIDOCMAKER.COM](https://www.aidocmaker.com)

Learning time

Measured video time including introduction: 47.61 minutes. Estimated total learning workload: 4.63 hours.

Only video duration is measured. Reading, practice and evaluation time are planning estimates. They are not attendance records, observed study time or academic credit hours.

Measured introduction and lesson MP4 runtime/60 + original source non-video planning estimate of 230 minutes. The same lesson assessments are counted once. The source budgets 210 minutes across six lessons for reading, practice and the existing checks, plus 20 minutes for the separate final. Individual lesson estimates are 35, 35, 40, 35, 30 and 35 minutes. These are combined lesson estimates; no invented breakdown into measured reading or practice is supplied.

Course introduction

Welcome to How to write your CV, a free Shadykone course by Shady. You will turn real experience into a clear application for one target role. This course uses CV to mean the concise job document also called a resume.

Start with a vacancy and an evidence bank. Then build your sections, write honest bullets, choose a structure, test the file, and tailor your final version. Download the editable template and the three fictional samples.

Pause each lesson to work on your draft. Complete its three questions, then take the separate final assessment. Use your own facts in every example. A strong application improves preparation, but cannot guarantee an interview or a job.

Lesson 1 Choose a target role and gather evidence

Video duration 7:46. Narration transcript follows.

Choose a target role and gather evidence

In lesson 1, we will choose a target role and gather evidence. Keep your target vacancy and your working draft nearby. We will work through a fictional example, pause for your own practice, and finish with the three-question lesson check.

A CV has one target

A CV is a short, selective account of the experience you can bring to a particular opportunity. In this course, CV means the concise job-application document also called a resume in many countries. Academic CVs, government applications and regulated professions can require different formats. Always check the vacancy instructions and local conventions before using a sample.

Requirements carry different weight

Choose one real or practice vacancy. Copy its role title, main tasks, essential requirements, preferred requirements, application instructions and closing date into a private working note. Do not assume that every item has equal weight. A required licence is different from a preferred software tool. Mark any requirement you do not understand for research.

The role in everyday words

Describe the employer's task in everyday language. For example, an office assistant may need to keep records accurate, respond politely to enquiries and coordinate appointments. This is more useful for selecting evidence than writing "I want any job." A general master CV is useful as a record, but the version you submit should have a clear target.

Your evidence bank

List things you actually did in jobs, study, volunteering, projects, community activities or other relevant responsibilities. For each example, record the setting and date, your action, tools or methods, scope, outcome and how you know. Evidence may be a completed assignment, a rota, a public project, a supervisor's feedback or your own accurate record. Keep confidential records private; you do not need to attach them to a CV.

The claim decision

Use three labels in your notes: ready to claim, verify first, and learning goal. "Used Excel filters to check a class dataset" may be ready to claim. "Advanced Excel" is too broad unless you can demonstrate what it means. "Want to learn SQL" is a learning goal, not a current skill. Never turn a future plan into completed training.

Gaps stay visible

Map one genuine example to each important requirement. If no evidence exists, leave the gap visible in your planning. You can pursue a suitable learning project or choose a better-matched role. Do not change a job title, invent employment or claim a qualification to make the map look complete.

Relevance makes an example useful

Choose evidence for relevance and clarity, not only prestige. Running the sign-in desk at a community event can show organisation if you explain the action. A hobby without any relevant detail may add little. Save unused material in your evidence bank so future applications are easier.

Your first deliverable

Your first deliverable is a one-sentence target and three strong evidence matches. The point is to make later writing easier: each sentence on the CV should have a reason to be there and an accurate story behind it.

Morgan s office assistant vacancy

Fictional vacancy: an entry-level office assistant will update spreadsheets, answer visitor questions and arrange appointments. Spreadsheet experience is essential; database experience is preferred.

Morgan s evidence inventory

Fictional evidence: Morgan checked a 60-row class project spreadsheet, volunteered at a visitor desk and kept a shared calendar for a student society. Morgan has never used a business database.

Requirements matched to real actions

Evidence map: spreadsheet accuracy → checked entries and flagged missing values; customer communication → answered visitor questions and referred complex enquiries; scheduling → updated the society calendar. Database experience → gap, not a claim.

A target sentence with a purpose

Target sentence: “Entry-level office assistant role where I can use accurate record keeping, visitor support and calendar coordination.” This is a planning sentence. The CV profile can be shorter and supported by the evidence selected.

Your complete practice brief

Now work on your own version. Keep the fictional examples labelled as examples, and use only your own truthful facts for a real application. The complete practice has the following steps.

Practice steps 1 and 2

Step 1. Choose a vacancy or use the fictional office assistant vacancy above. Write its three most important requirements. Step 2. Write five genuine examples from your own life. For each, name your action and the evidence that supports it.

Practice steps 3 and 4

Step 3. Match one example to each requirement. Mark anything uncertain as verify first. Step 4. Write one sentence naming the role you are targeting. Keep it with your evidence bank.

A model evidence map

Using Morgan's fictional case, the three main requirements are accurate spreadsheets, answering visitors and arranging appointments. Match the sixty-row project to accuracy, visitor-desk volunteering to communication, and the society calendar to scheduling. Each link names something Morgan actually did. A database skill stays marked as a gap.

A claim you can defend

For your five examples, record your own action and how you know it happened. A class file can support the spreadsheet example without being attached to the CV. If an outcome is uncertain, mark verify first. Your target sentence should name a specific role, and your three matches should survive a follow-up question about what you personally did.

Check 1 of 3

A vacancy says a licence is essential, but you do not have it. What should you do? Option A: List it because you plan to obtain it. Option B: Leave the gap visible and check eligibility or choose a suitable role. Option C: Hide the requirement in small text. Pause and choose your answer.

Check 2 of 3

Which item is ready to claim if it accurately describes your work? Option A: Expert in every spreadsheet tool. Option B: Managed a major business transformation. Option C: Used spreadsheet filters to identify missing entries in a class project. Pause and choose your answer.

Check 3 of 3

What is the best reason to keep an evidence bank? Option A: It helps you select accurate examples for different applications. Option B: It means every example must appear on every CV. Option C: It replaces reading each job advertisement. Pause and choose your answer.

Answer 1 explained

The correct answer is B: Leave the gap visible and check eligibility or choose a suitable role. An essential requirement must be treated honestly. A plan is not a licence, and formatting cannot fix an eligibility gap.

Answer 2 explained

The correct answer is C: Used spreadsheet filters to identify missing entries in a class project. The specific action and context can be checked. Broad expertise and senior responsibility need separate evidence.

Answer 3 explained

The correct answer is A: It helps you select accurate examples for different applications. The bank is your source material. Selection and tailoring still happen for each role.

Your completion check

You can explain each of your three evidence matches without adding a claim that you cannot support. When you can meet this check, record your answers to the same three questions in the check directly after this video. Review any explanation you need. These are the same lesson questions you just practised.

Post video evaluation

Answer all three questions independently. The answer key follows. These checks are separate from the final module assessment.

1. A vacancy says a licence is essential, but you do not have it. What should you do?

- A. List it because you plan to obtain it.
- B. Leave the gap visible and check eligibility or choose a suitable role.
- C. Hide the requirement in small text.

2. Which item is ready to claim if it accurately describes your work?

- A. Expert in every spreadsheet tool.
- B. Managed a major business transformation.
- C. Used spreadsheet filters to identify missing entries in a class project.

3. What is the best reason to keep an evidence bank?

- A. It helps you select accurate examples for different applications.
- B. It means every example must appear on every CV.
- C. It replaces reading each job advertisement.

Answer key

1. Leave the gap visible and check eligibility or choose a suitable role.

An essential requirement must be treated honestly. A plan is not a licence, and formatting cannot fix an eligibility gap.

2. Used spreadsheet filters to identify missing entries in a class project.

The specific action and context can be checked. Broad expertise and senior responsibility need separate evidence.

3. It helps you select accurate examples for different applications.

The bank is your source material. Selection and tailoring still happen for each role.

Lesson 2 Build clear CV sections

Video duration 7:47. Narration transcript follows.

Build clear CV sections

In lesson 2, we will build clear CV sections. Keep your target vacancy and your working draft nearby. We will work through a fictional example, pause for your own practice, and finish with the three-question lesson check.

Contacts the reader can use

Start with your name and practical contact details in the document body. A professional email address, an appropriate phone number and a broad location can be enough for a general job CV. Add a relevant portfolio or professional profile only when it is current and safe to share. Check every link. Follow anonymised recruitment instructions when they ask you to remove identifying details.

The order follows your evidence

Use familiar section names such as Profile, Experience, Education, Projects and Skills. Choose the order that helps this reader. If your relevant work is your strongest evidence, place Experience early. If you are applying for your first job, Education and Projects may deserve more space. Within a dated section, show the newest item first.

Length follows the application

Most general CVs can be concise, often one or two pages, but application-specific limits take priority. Do not add material just to fill a second page. Do not delete crucial eligibility evidence simply to imitate the one-page samples in this course.

Entries need context and dates

For each experience entry, include your actual title, organisation or clearly labelled project context, and dates. Use one date style consistently, such as Sep 2025 to Jun 2026. Separate paid work, volunteering and independent practice when the distinction matters. A personal project must not look like a job for a client.

Qualification status stays explicit

For education, use the real qualification title and institution. Mark an unfinished course as in progress and an anticipated completion date as expected. Mention a grade only when accurate and useful. A short course attendance certificate is not a professional licence. List only relevant training that you genuinely completed or are currently taking.

Skills should name operations

A skills list should be specific enough to explain. “Spreadsheets: sorting, filtering and simple formulas” is clearer than “IT expert.” Language levels should reflect what you can actually do, using a recognised scale only if you can apply it accurately. Avoid decorative percentages or star ratings that have no defined meaning.

A profile earns its space

A profile is optional. If you use one, make it two or three short lines that link your background to the target work. Name useful experience or skills and a plausible direction. Replace unsupported adjectives with evidence. “Reliable and brilliant team player” tells the reader little about what you have done.

Only the information needed

References usually do not need space on a general CV unless requested. Obtain a referee’s agreement before sharing their details through the employer’s appropriate process. Requirements differ, especially for academic applications. A CV is not an identity file: avoid identification numbers, bank details and unnecessary personal information.

Templates are starting points

Use the sample closest to your situation to understand the order. Then rebuild it with your facts. Deleting a section that does not apply is better than filling it with invented content.

Why the weak profile says little

Fictional weak profile: “I am a hardworking expert looking for a challenging role in a great company.” It makes broad claims and gives no reason to select this applicant.

An evidence based student profile

Fictional revised profile: “Business administration student with experience organising a campus event and checking spreadsheet records. Seeking an entry-level office support role.” The education status, activities and target are clear.

An expected completion date

Fictional education entry: “Diploma in Business Administration, Example College | Sep 2025 to Jun 2027 expected.” The word expected prevents the entry from implying that the qualification is already awarded.

A student s possible section order

Possible order: name and contacts; profile; education; relevant projects and volunteering; skills. An applicant with substantial relevant employment could put experience before education.

Your complete practice brief

Now work on your own version. Keep the fictional examples labelled as examples, and use only your own truthful facts for a real application. The complete practice has the following steps.

Practice steps 1 and 2

Step 1. Open the blank CV template. Replace the name and contact placeholders with your own details in a private copy. Step 2. Choose a section order for your target role. Delete sections that do not apply.

Practice steps 3 and 4

Step 3. Create one accurate education entry and one experience or project entry. Use consistent dates. Step 4. Draft a profile of no more than three lines, or omit it if it repeats the rest of your CV.

A model starting structure

For the fictional student, contacts come first, followed by the short profile, education, relevant projects and volunteering, then specific skills. This order places the available evidence where a reader can find it. An applicant with strong relevant employment could put experience before education. The order is a choice supported by the evidence.

The entry explains its status

The model education entry names the diploma, Example College, and June twenty twenty-seven as expected completion. The word expected matters because the course is unfinished. In your private template, make one education entry and one experience or project entry equally clear. Read the profile beside them and remove any claim the entries do not support.

Check 1 of 3

Which qualification entry is clearest for an unfinished programme? Option A: Degree completed, even though you are still studying. Option B: Course title, institution and expected completion date. Option C: A qualification title with all dates removed. Pause and choose your answer.

Check 2 of 3

What should determine section order? Option A: The first template you find online. Option B: Alphabetical order of section names. Option C: The evidence most relevant to the role and any application instructions. Pause and choose your answer.

Check 3 of 3

Which skills entry is most useful? Option A: Spreadsheets: sorting, filtering and simple formulas. Option B: Computer skill: 95%. Option C: Excellent at technology. Pause and choose your answer.

Answer 1 explained

The correct answer is B: Course title, institution and expected completion date. An expected date makes the status explicit. Omitting dates or claiming completion can mislead.

Answer 2 explained

The correct answer is C: The evidence most relevant to the role and any application instructions. Order helps a reader find the strongest relevant evidence. Templates are starting points.

Answer 3 explained

The correct answer is A: Spreadsheets: sorting, filtering and simple formulas. Named operations have an interpretable meaning. Undefined ratings and general claims do not show the level of skill.

Your completion check

Every entry shows what it was, when it happened and whether it is completed, ongoing, paid, voluntary or independent where relevant. When you can meet this check, record your answers to the same three questions in the check directly after this video. Review any explanation you need. These are the same lesson questions you just practised.

Post video evaluation

Answer all three questions independently. The answer key follows. These checks are separate from the final module assessment.

1. Which qualification entry is clearest for an unfinished programme?

- A. Degree completed, even though you are still studying.
- B. Course title, institution and expected completion date.
- C. A qualification title with all dates removed.

2. What should determine section order?

- A. The first template you find online.
- B. Alphabetical order of section names.
- C. The evidence most relevant to the role and any application instructions.

3. Which skills entry is most useful?

- A. Spreadsheets: sorting, filtering and simple formulas.
- B. Computer skill: 95%.
- C. Excellent at technology.

Answer key

1. Course title, institution and expected completion date.

An expected date makes the status explicit. Omitting dates or claiming completion can mislead.

2. The evidence most relevant to the role and any application instructions.

Order helps a reader find the strongest relevant evidence. Templates are starting points.

3. Spreadsheets: sorting, filtering and simple formulas.

Named operations have an interpretable meaning. Undefined ratings and general claims do not show the level of skill.

Lesson 3 Write honest achievement bullets

Video duration 7:33. Narration transcript follows.

Write honest achievement bullets

In lesson 3, we will write honest achievement bullets. Keep your target vacancy and your working draft nearby. We will work through a fictional example, pause for your own practice, and finish with the three-question lesson check.

A bullet explains your action

A duty describes what a role involves. A useful CV bullet shows what you did in that role. Start with an accurate action verb, name the task and add relevant context. When you know the result, include it. A practical pattern is action + task + method or scope + supported result. You do not need all four parts in every sentence.

Verbs reflect your responsibility

Choose verbs that fit your responsibility: prepared, checked, answered, organised, updated, compared, tested or supported. Use led only when you actually led. For a current ongoing responsibility use present tense; for a completed activity use past tense. Keep sentences compact enough to read without decoding jargon.

Four questions reveal the evidence

Ask four questions before rewriting a bullet: What did I do personally? What was the setting or scale? How did I do it? What can I truthfully say happened? Your answer can show value without making every task sound like a dramatic transformation.

Numbers need a meaning

Numbers can describe workload, scope, time or results, but they are not compulsory. “Prepared materials for four workshops” says something useful about scope. “Increased engagement by 80%” is a result claim that needs a defensible baseline, period and measurement. Do not add a percentage because a CV checker asks for one.

The original value is the denominator

If you use a calculated improvement, understand the calculation. Reducing a task from 50 minutes to 40 minutes is a reduction of 10 minutes; 10 divided by the original 50 is 20%. This example is arithmetic practice, not a claim you should copy. Do not attribute the whole change to yourself if several factors contributed.

A verified output can be enough

When a measure is unavailable, describe the output or process you can verify: “Created a checklist used by the volunteer team at each event.” If you know only that you created the checklist, stop there. Do not add “eliminated all errors” without evidence. Protect confidential business information; use approved general descriptions if needed.

Team work needs your contribution

Team achievements belong in a CV when your contribution is clear. “Supported a four-person team by checking the final presentation for source accuracy” is precise. “Delivered the entire project” would be false if you did only that check. Credit scope honestly even when the result was shared.

Two editing passes

Improve a weak bullet in two passes. First make it accurate and specific. Then remove repetition and unnecessary words. Avoid copying the wording of a job description as if you have already done those duties. If you use a writing tool, compare every suggested sentence against your evidence bank and reject invented claims.

A useful interview test

Before keeping a bullet, imagine an interview question: “Tell me how you did this.” If you cannot answer comfortably and truthfully, revise it. You are aiming for useful evidence, not maximum impressiveness.

The event source note

Fictional source note: “At a college event I maintained the sign-in spreadsheet for 45 attendees. I checked paper forms against the file and asked the organiser about unclear names. I do not know whether this reduced errors.”

The duty hides the action

Weak bullet: “Responsible for administration.” It names a duty but hides the actual work.

A supported event bullet

Supported revision: “Maintained the sign-in spreadsheet for 45 event attendees, checking entries against registration forms and flagging unclear details.” This states action, scope and method without inventing an outcome.

The unsupported result to reject

Unsupported revision to reject: "Transformed event operations and reduced errors by 100%." Neither the transformation nor the percentage is established by the source note.

Your complete practice brief

Now work on your own version. Keep the fictional examples labelled as examples, and use only your own truthful facts for a real application. The complete practice has the following steps.

Practice steps 1 and 2

Step 1. Choose three examples from your evidence bank. Write one action bullet for each. Step 2. For any number, note where it came from and what it measures. Remove numbers you cannot justify.

Practice steps 3 and 4

Step 3. Underline your personal contribution in each bullet. Check that team outcomes are not presented as solo work. Step 4. Read each bullet aloud. Remove generic adjectives and explain any jargon.

The model bullet stays within the record

For the fictional event, the defensible bullet is: Maintained the sign-in spreadsheet for forty-five event attendees, checking entries against registration forms and flagging unclear details. Maintained is the action. Forty-five attendees gives the scope. Checking and flagging explain the method. There is no invented error-reduction claim.

Your three bullet review

Use that test on each of your three bullets. Underline your contribution and write the source beside every number in your private notes. A genuine qualitative output is useful when no improvement was measured. Read each sentence aloud and remove vague adjectives. A reviewer should understand what you did without having to decode a grander claim.

Check 1 of 3

You know you made a checklist but did not measure its impact. Which bullet is safest? Option A: Created a checklist for preparing workshop materials. Option B: Reduced mistakes by 70%. Option C: Guaranteed flawless workshops. Pause and choose your answer.

Check 2 of 3

A task took 50 minutes before and 40 minutes after a change. What is the percentage reduction? Option A: 10%. Option B: 20%. Option C: 25%. Pause and choose your answer.

Check 3 of 3

You checked the sources for a team presentation. How should you describe it? Option A: Claim you led the entire project. Option B: Remove it because team work never counts. Option C: State that you checked source accuracy as your contribution to the team. Pause and choose your answer.

Answer 1 explained

The correct answer is A: Created a checklist for preparing workshop materials. The first statement reports the known output. The other two invent results.

Answer 2 explained

The correct answer is B: 20%. The reduction is 10 minutes divided by the original 50 minutes, which is 20%. You still need reliable measurements and appropriate attribution before using this on a CV.

Answer 3 explained

The correct answer is C: State that you checked source accuracy as your contribution to the team. A specific contribution can be valuable. It should not be inflated into leadership or hidden just because others took part.

Your completion check

You have three concise bullets with support for every action, date, number and outcome. When you can meet this check, record your answers to the same three questions in the check directly after this video. Review any explanation you need. These are the same lesson questions you just practised.

Post video evaluation

Answer all three questions independently. The answer key follows. These checks are separate from the final module assessment.

1. You know you made a checklist but did not measure its impact. Which bullet is safest?

- A. Created a checklist for preparing workshop materials.
- B. Reduced mistakes by 70%.
- C. Guaranteed flawless workshops.

2. A task took 50 minutes before and 40 minutes after a change. What is the percentage reduction?

- A. 10%.
- B. 20%.
- C. 25%.

3. You checked the sources for a team presentation. How should you describe it?

- A. Claim you led the entire project.
- B. Remove it because team work never counts.
- C. State that you checked source accuracy as your contribution to the team.

Answer key

1. Created a checklist for preparing workshop materials.

The first statement reports the known output. The other two invent results.

2. 20%.

The reduction is 10 minutes divided by the original 50 minutes, which is 20%. You still need reliable measurements and appropriate attribution before using this on a CV.

3. State that you checked source accuracy as your contribution to the team.

A specific contribution can be valuable. It should not be inflated into leadership or hidden just because others took part.

Lesson 4 Adapt the CV to your starting point

Video duration 7:57. Narration transcript follows.

Adapt the CV to your starting point

In lesson 4, we will adapt the CV to your starting point. Keep your target vacancy and your working draft nearby. We will work through a fictional example, pause for your own practice, and finish with the three-question lesson check.

A first job CV has real evidence

A short employment history does not mean you have no useful evidence. Study projects, community work, volunteering, clubs and suitable personal projects may show skills. Explain the activity and what you did. Use labels such as Academic project or Volunteer so a reader understands the context.

A small number of clear examples

For an early application, choose a small number of relevant examples and describe them clearly. A class project may show spreadsheet work or presentation skills. A community event may show organisation. Avoid turning everyday activities into inflated job titles. You do not need to disclose private family circumstances to prove that you are responsible.

What the student sample teaches

The student sample in this course uses education, a class project and volunteering. Its organisations, people and activities are fictional teaching examples. Copy its structure if useful, but never copy its qualifications, dates or achievements as your own.

Relevant recent work gets space

Once you have relevant employment, give the strongest recent role enough space. Select bullets that show useful tasks, tools, outputs and accurate outcomes. Older or less relevant work can have fewer bullets. Keep actual job titles; if a title is unclear outside the organisation, add a brief plain-language explanation without upgrading seniority.

The CV changes as evidence grows

Update the CV as you gain evidence. Remove school-level detail that no longer helps if newer experience is more relevant. A shorter list of specific abilities is more useful than a long list of generic qualities. Keep a private master record so you do not lose older material that may fit a later role.

What the early career sample teaches

The early-career sample targets administrative work. Notice that each bullet describes practical activity, such as maintaining records or preparing meeting notes. It does not invent revenue impact simply because the work supports a business.

Transferable skills need a connection

For a career change, identify tasks that carry across roles. Hospitality scheduling may be relevant to office coordination; handling customer questions may support a customer service application. Name the original setting and explain the relevant action. A transferable skill is a connection you can demonstrate, not a new professional credential.

New learning stays labelled

Keep employment dates visible even if you add a short Relevant skills or Projects section near the top. A practice project can help show new skills, but label it independent practice and describe its limitations. Completing an introductory exercise does not make you an experienced practitioner.

A career break can be concise

Explain a career break briefly when useful or requested, using truthful wording at a level of detail you are comfortable sharing. Do not alter dates to hide it. You can write “Career break” with dates and add relevant activity if accurate; there is usually no need to place medical details or other sensitive reasons on a general CV. Seek local advice for unusual application requirements.

What the career change sample teaches

The career-change sample connects hospitality operations to office support and labels its spreadsheet project as independent practice. Its profile expresses a direction without claiming that the person already holds an office role.

Taylor s career change evidence

Fictional case: Taylor wants to move from hospitality shift supervision into office coordination. Taylor allocated daily tasks, kept a rota and passed supplier messages to the manager. Taylor has no bookkeeping qualification.

Scheduling across two settings

Relevant connection: “Updated weekly rotas and communicated shift changes to a team of six.” This may support scheduling and clear communication.

The independent practice project

Practice evidence: “Independent spreadsheet project: created a sample stock log using fictional data and checked formulas against manual totals.” This shows a learning activity without claiming paid finance experience.

Titles and qualifications remain accurate

Boundary: Taylor should not write “Qualified bookkeeper” or “Office manager.” The original job title and the project label keep the change credible.

Your complete practice brief

Now work on your own version. Keep the fictional examples labelled as examples, and use only your own truthful facts for a real application. The complete practice has the following steps.

Practice steps 1 and 2

Step 1. Compare all three sample CVs. Choose the structure closest to your current evidence.

Step 2. Write two sentences explaining why that structure fits your target role.

Practice steps 3 and 4

Step 3. If changing fields, map two existing actions to the new role and identify one genuine skill gap. Step 4. Check each activity label and qualification status. Remove copied example facts.

A model choice for Taylor

For Taylor’s fictional career change, a short profile can explain the move toward office coordination. Keep the actual hospitality role and dates visible. Give the rota and communication examples prominence because they connect to office tasks. Label the stock-log exercise as an independent spreadsheet project, using fictional data.

Two connections and one gap

The rota example connects to scheduling. Passing on supplier messages connects to clear communication and follow-through. The missing bookkeeping qualification remains a gap. That is a complete and credible exercise response: two demonstrated connections and one honest limit. In your draft, remove every copied name, date and achievement from the sample.

Check 1 of 3

Which label is appropriate for a self-directed learning exercise? Option A: Independent practice project. Option B: Paid client assignment, even if no client existed. Option C: Professional certification. Pause and choose your answer.

Check 2 of 3

What is a strong way to show a transferable skill? Option A: Say you can do every job. Option B: Describe a genuine action from your earlier role and connect it to the new task. Option C: Change your previous job title to match the vacancy. Pause and choose your answer.

Check 3 of 3

How should you handle a gap in employment? Option A: Invent a job to cover it. Option B: Change the dates of an earlier role. Option C: Keep dates accurate and provide a brief truthful explanation when useful or requested. Pause and choose your answer.

Answer 1 explained

The correct answer is A: Independent practice project. The label accurately identifies the context. Practice is valuable without being misrepresented as employment or certification.

Answer 2 explained

The correct answer is B: Describe a genuine action from your earlier role and connect it to the new task. A concrete action makes the connection credible. Changing a title or claiming universal ability does not.

Answer 3 explained

The correct answer is C: Keep dates accurate and provide a brief truthful explanation when useful or requested. Accurate dates preserve trust. A concise explanation can give context without unnecessary sensitive detail.

Your completion check

Your draft makes your real starting point clear and shows relevant evidence without changing the meaning of your history. When you can meet this check, record your answers to the same three questions in the check directly after this video. Review any explanation you need. These are the same lesson questions you just practised.

Post video evaluation

Answer all three questions independently. The answer key follows. These checks are separate from the final module assessment.

1. Which label is appropriate for a self-directed learning exercise?

- A. Independent practice project.
- B. Paid client assignment, even if no client existed.
- C. Professional certification.

2. What is a strong way to show a transferable skill?

- A. Say you can do every job.
- B. Describe a genuine action from your earlier role and connect it to the new task.
- C. Change your previous job title to match the vacancy.

3. How should you handle a gap in employment?

A. Invent a job to cover it.

B. Change the dates of an earlier role.

C. Keep dates accurate and provide a brief truthful explanation when useful or requested.

Answer key

1. Independent practice project.

The label accurately identifies the context. Practice is valuable without being misrepresented as employment or certification.

2. Describe a genuine action from your earlier role and connect it to the new task.

A concrete action makes the connection credible. Changing a title or claiming universal ability does not.

3. Keep dates accurate and provide a brief truthful explanation when useful or requested.

Accurate dates preserve trust. A concise explanation can give context without unnecessary sensitive detail.

Lesson 5 Make the document readable and easy to process

Video duration 7:27. Narration transcript follows.

Make the document readable and easy to process

In lesson 5, we will make the document readable and easy to process. Keep your target vacancy and your working draft nearby. We will work through a fictional example, pause for your own practice, and finish with the three-question lesson check.

Readable layout helps the reader

Use a clear, common font and a readable body size; 11 or 12 points is a practical starting point. Make your name prominent, use consistent headings and leave enough space between entries. The samples use a single text column because it gives a straightforward reading order and is easy to edit.

Decoration is optional

A CV does not need icons, a photograph, skill charts, decorative sidebars or a background image to communicate evidence. Photographs and personal details follow different conventions in different countries, so check local guidance. In this course the general-purpose samples omit photographs and unnecessary personal details.

The CV must contain real text

Use real text rather than a screenshot of your CV. Keep essential contact details in the body instead of relying on headers or footers. Use normal paragraph and bullet formatting. Do not make body text tiny to fit more content; shorten low-priority material or use another page if the instructions allow it.

What an ATS may do

An applicant tracking system, or ATS, is software an employer may use to organise recruitment. Some systems parse documents into fields, support keyword searches or apply employer-defined screening rules. Products and employer settings vary. There is no universal score or format that guarantees selection, and a successful upload does not prove that every field was read correctly.

Keywords must match your evidence

Use the vocabulary of the vacancy when it accurately describes your work. If the advert asks for customer enquiries and you have answered customer enquiries, that phrase is appropriate. Do not add skills you lack, repeat keywords excessively or hide text in the document. Human readers also need clear, coherent sentences.

Instructions lead the format choice

A plain single-column format with familiar headings is a cautious general starting point, not a promise that every parser will work. Instructions from the actual employer take priority over generic ATS advice. If a portal asks for specific fields, check and complete them accurately rather than assuming the attached CV has filled them correctly.

Export the requested file type

Keep an editable master file. Submit the file type requested by the employer, which may be DOCX, PDF or another format. If the employer accepts PDF, export a text-based PDF and reopen it before uploading. A PDF usually preserves appearance, but visual appearance alone does not show whether text can be extracted correctly.

Three checks on the actual file

Run three checks on the final file: read it at normal size, select and copy the text into a plain-text editor, and verify that the copied order is sensible. Look for missing characters, broken lines, lost contact details and confusing column order. This is a helpful check, not a complete ATS certification.

The portal is another check

Review the portal preview and any fields populated from your file. Correct errors if the site permits it. Save your final version and the application instructions together so you can identify exactly what you submitted.

Avery's reading order problem

Fictional problem: Avery's attractive two-column CV places dates in a sidebar and contact details in a picture. When copied into plain text, the dates interrupt the experience bullets and the email address disappears.

The repair follows the evidence

Revision: move contacts into a normal paragraph, place each date beside its own entry, and use a single text column. Keep the relevant evidence; remove only the layout obstacles.

What the successful retest establishes

Test: export the revised document, reopen it and copy its text. The email, role titles and dates now appear in the intended order. This fixes the observed problem. It does not prove that every employer's software will process the file perfectly.

Your complete practice brief

Now work on your own version. Keep the fictional examples labelled as examples, and use only your own truthful facts for a real application. The complete practice has the following steps.

Practice steps 1 and 2

Step 1. Apply one font family, consistent headings and readable spacing to your draft. Step 2. Remove unnecessary graphics and check that contact details are ordinary text.

Practice steps 3 and 4

Step 3. Export the file type required by your chosen vacancy. Reopen it and inspect every page. Step 4. Copy the text into a plain-text editor. Check reading order, dates and contact details.

A model file test

Avery's repair keeps the evidence and changes the layout: ordinary contact text, dates beside each entry, and one reading column. The test is to reopen the exact exported file, select and copy its text, and inspect the result in a plain-text editor. Check the email as carefully as the experience bullets.

Interpret the result precisely

If those items appear in the correct order, you have fixed the observed extraction problem in that test. You have not proved how every employer's system will rank or parse the CV. Use the requested format and check any portal preview as well. Your exercise is complete when the actual file is readable, selectable and consistent with the vacancy instructions.

Check 1 of 3

What does a successful plain-text copy test prove? Option A: Every ATS will rank the CV first. Option B: The text was extractable in that test; other systems may still behave differently. Option C: The applicant meets all job requirements. Pause and choose your answer.

Check 2 of 3

The employer requests DOCX. What should you submit? Option A: A screenshot. Option B: Only PDF because PDF is always best. Option C: The requested DOCX file after checking it. Pause and choose your answer.

Check 3 of 3

Which use of a vacancy keyword is appropriate? Option A: Use it naturally when it truthfully describes your experience. Option B: Add it in invisible text. Option C: Repeat it many times even when you lack the skill. Pause and choose your answer.

Answer 1 explained

The correct answer is B: The text was extractable in that test; other systems may still behave differently. It checks a useful property of the file, not ranking, universal compatibility or eligibility.

Answer 2 explained

The correct answer is C: The requested DOCX file after checking it. Employer instructions take priority. A different format may be rejected or inconvenient to process.

Answer 3 explained

The correct answer is A: Use it naturally when it truthfully describes your experience. Relevant truthful terminology helps explain fit. Hidden or unsupported keywords are misleading.

Your completion check

The final file is readable on screen, contains selectable text and follows the employer's stated format. When you can meet this check, record your answers to the same three questions in the check directly after this video. Review any explanation you need. These are the same lesson questions you just practised.

Post video evaluation

Answer all three questions independently. The answer key follows. These checks are separate from the final module assessment.

1. What does a successful plain-text copy test prove?

- A. Every ATS will rank the CV first.
- B. The text was extractable in that test; other systems may still behave differently.
- C. The applicant meets all job requirements.

2. The employer requests DOCX. What should you submit?

- A. A screenshot.
- B. Only PDF because PDF is always best.
- C. The requested DOCX file after checking it.

3. Which use of a vacancy keyword is appropriate?

A. Use it naturally when it truthfully describes your experience.

B. Add it in invisible text.

C. Repeat it many times even when you lack the skill.

Answer key

1. The text was extractable in that test; other systems may still behave differently.

It checks a useful property of the file, not ranking, universal compatibility or eligibility.

2. The requested DOCX file after checking it.

Employer instructions take priority. A different format may be rejected or inconvenient to process.

3. Use it naturally when it truthfully describes your experience.

Relevant truthful terminology helps explain fit. Hidden or unsupported keywords are misleading.

Lesson 6 Tailor proofread and submit safely

Video duration 8:21. Narration transcript follows.

Tailor proofread and submit safely

In lesson 6, we will tailor proofread and submit safely. Keep your target vacancy and your working draft nearby. We will work through a fictional example, pause for your own practice, and finish with the three-question lesson check.

Tailoring begins with the evidence map

Return to your evidence map. For each important requirement, point to the sentence that shows the relevant evidence. If the sentence is missing, add a supported example or recognise the gap. Reorder bullets so the most relevant evidence is easy to find. A new application may need different emphasis, not a completely new history.

All application documents agree

Check the profile, section order, skills and bullet details. Remove generic material that crowds out better evidence. Spell out an unfamiliar acronym the first time it matters. Make sure your CV, cover letter and application form agree about dates, titles, qualifications and availability. Answer any application questions separately; a CV is not a substitute for required fields.

A version you can identify

Save a clearly named version such as Firstname_Lastname_Office_Assistant_CV.docx. Follow any naming rule from the employer. Keep a private master copy and avoid overwriting the only version containing your full history.

Different passes find different errors

Use a facts pass to check dates, employers, job titles, training status, contact details and numbers. Use a language pass for spelling, grammar, tense and repeated wording. Use a layout pass to inspect every page, including any second page and the bottom of the document. Open the actual file you plan to send rather than only reviewing its source.

A reviewer tests the message

Ask a trusted reviewer to answer two questions: What role does this CV target, and what evidence is strongest? Their answer can reveal unclear priorities. Share a redacted copy if they do not need personal contact details. Accept useful edits, but check that new language has not inflated your experience.

The final file is clean

Remove tracked changes, comments, unused placeholders and unwanted metadata before submitting. Confirm that the selected attachment is the final version and that all portfolio links open to the material you intend to share. Do not send someone else's contact details without their agreement.

A CV is a selective document

A normal CV should not contain passwords, bank details, government identification numbers or scans of identity documents. Use only the personal details needed for the application. Some employers request additional information later through a verified process; that does not mean it belongs in a broadly circulated CV.

The destination needs verification

Confirm the application destination using the employer's official careers site or a trusted route. Be cautious if an unexpected message asks for payment, sensitive documents or urgent action. Check the organisation independently before responding. When using online CV tools or AI services, understand what you are uploading and remove unnecessary personal or confidential information.

Submission creates a record

Review the application before the final submit action. After submitting, save the confirmation, vacancy reference, deadline and the version sent. If no confirmation appears, check the portal status before submitting repeatedly. Keep a simple application log and use the employer's published instructions for any follow-up.

Your completed course project

A stronger CV cannot guarantee an interview or job. What you can control is accurate evidence, relevance, readability and careful submission. Your completed course project is one tailored, proofread CV plus a private evidence bank you can reuse.

The vacancy s submission instructions

Fictional vacancy: administrative assistant with spreadsheet record keeping and customer enquiries. Application instructions: DOCX only, no photograph, file named Surname_Firstname_CV.

Avery s draft misses the target

Fictional draft check: Avery's top bullet describes an unrelated sports interest, the profile still targets retail, and the file is a PDF named final_final2. The relevant record-keeping bullet is buried lower down.

A role specific file that follows the instructions

Revision: update the profile truthfully, move the record-keeping and enquiry evidence earlier, remove low-value content and save Example_Avery_CV.docx. Reopen that file, verify facts and inspect every page.

A proportionate privacy check

Privacy check: remove a full street address and a referee's private phone number from this general CV. Use the employer's verified application route and provide additional information only when appropriate through its requested process.

Your complete practice brief

Now work on your own version. Keep the fictional examples labelled as examples, and use only your own truthful facts for a real application. The complete practice has the following steps.

Practice steps 1 and 2

Step 1. Tailor your draft to the vacancy used in Lesson 1. Highlight each essential requirement in your private checklist. Step 2. Complete separate facts, language and layout passes. Remove every unused placeholder.

Practice steps 3 and 4

Step 3. Check the destination, required format, filename and attachment. Do not submit a practice CV to a real employer. Step 4. Create a private application-log entry with role, organisation, deadline, filename and status.

A model readiness decision

For the fictional application, Avery moves supported record-keeping and enquiry examples earlier and updates the retail-focused profile. The requested file is a DOCX called Example underscore Avery underscore CV. Open that exact file and inspect every page. It is the saved attachment, rather than a familiar filename, that must contain the right evidence.

The private log closes the exercise

A model practice log records the fictional role and organisation, the stated deadline if one exists, the exact filename, and the status: practice draft, not submitted. Do not send a practice CV to a real employer. For a genuine application, save its confirmation and the version sent. You should be able to explain every important claim and identify the correct file.

Check 1 of 3

Which item should be excluded from a general CV? Option A: A relevant qualification you actually hold. Option B: An appropriate contact email. Option C: A bank account number. Pause and choose your answer.

Check 2 of 3

What is the best final attachment check? Option A: Open the exact file you intend to upload and verify its contents and format. Option B: Assume a file named final is correct. Option C: Check only the first page of the source document. Pause and choose your answer.

Check 3 of 3

What should you do if an unexpected recruiter requests sensitive documents? Option A: Send them immediately to avoid missing out. Option B: Verify the organisation and request independently through an official route. Option C: Post the documents on a public profile. Pause and choose your answer.

Answer 1 explained

The correct answer is C: A bank account number. Bank details are unnecessary for a general CV and create avoidable privacy risk.

Answer 2 explained

The correct answer is A: Open the exact file you intend to upload and verify its contents and format. The exact exported or saved file can differ from the source. Every page and the requested format matter.

Answer 3 explained

The correct answer is B: Verify the organisation and request independently through an official route. Independent verification reduces the risk of sharing sensitive information with the wrong recipient.

Your completion check

You can identify the final file, explain its evidence and confirm that it meets the vacancy's instructions without unnecessary private information. When you can meet this check, record your answers to the same three questions in the check directly after this video. Review any explanation you need. These are the same lesson questions you just practised. Then complete the separate twelve-question final assessment and review the questions you missed.

Post video evaluation

Answer all three questions independently. The answer key follows. These checks are separate from the final module assessment.

1. Which item should be excluded from a general CV?

- A. A relevant qualification you actually hold.
- B. An appropriate contact email.
- C. A bank account number.

2. What is the best final attachment check?

- A. Open the exact file you intend to upload and verify its contents and format.
- B. Assume a file named final is correct.
- C. Check only the first page of the source document.

3. What should you do if an unexpected recruiter requests sensitive documents?

- A. Send them immediately to avoid missing out.
- B. Verify the organisation and request independently through an official route.
- C. Post the documents on a public profile.

Answer key

1. A bank account number.

Bank details are unnecessary for a general CV and create avoidable privacy risk.

2. Open the exact file you intend to upload and verify its contents and format.

The exact exported or saved file can differ from the source. Every page and the requested format matter.

3. Verify the organisation and request independently through an official route.

Independent verification reduces the risk of sharing sensitive information with the wrong recipient.