



Contact

+61 447 466 088

nicole@careerarchitect.com.au

LinkedIn

Hyperlink for
email and
LinkedIn

Education

- Only use this section if you have a higher education (bachelor or masters)
- Otherwise, call it certifications and list accordingly

Use these bullet points to hit those
keywords

Expertise

- Career Coaching
- Executive Coaching
- Career Transition
- CV Writing & Impact Statements
- LinkedIn Branding
- Personal Branding
- Job Search Strategy
- Career Pivots
- Interview Preparation
- Salary Negotiation
- Offer Strategy
- Senior Recruitment & Talent Advisory
- Outplacement & Career Re-entry
- Portfolio Careers & Expert Economy Coaching

Nicole Harlow

Career Coach



What do you want to be found for?

UWrite one short paragraph that explains what you do, in plain English, from the perspective of where you're heading next. Think of it like the bio on the inside cover of a book — if someone else were writing it about you, what would they say? Start with "I am..." and keep it in the first person.

Then back it up with proof. Add 3-5 bullet points that show your impact — the work you've done, who it helped, and the results it drove.

- Each point should include a number, percentage, or measurable outcome. If it can't be measured, make the value clear.
- The aim is for the reader to nod along thinking, "We need this here." These bullets should be so strong you can reuse them later in your Experience section.
- Skip the labels like "Profile" or "About Me." Let the writing do the work. This section should pull the reader in and make them want to know more.

Title for what you best describes you

Experience

Use month + year

Career Architect

May 2023 to present

Founder, Chief Career Architect

Use one or two sentences to describe the business and what it does. Use another sentence to talk about your role, what you were bought on to do, where you sit within the business, and how you manage your role day to day

Responsibilities

- Use 4-5 bullet points to talk about the big, day to day tasks you do.
- Think big picture, mission critical type of things
- Use the language of leaders
- Start with the most critical and work your way down
- Think with the role you are going for in mind - are you ticking off enough boxes?

Achievements

- Here's where you bring out the big guns - align your results to the big ticket items you mention in the responsibilities section
- This allows you to show what you did, the impact it had, and why that impact mattered
- Use bold to highlight numbers - either as percentages or dollar value (eg increased revenue by **\$1.5m** or saw a **15%** increase in online sales)
- Brain dump all of the things you have achieved in your time in this role - what have you improved, where have you saved money, where you have made money, and most importantly, why that mattered.
- Aim for 6-8 bullet points and make sure you're talking about achievements (not what is expected of you in your day to day).
- For example, "delivered change impact assessments" or "managed social media channels" are not achievements, they're tasks.
- Measure your results against your tasks - what was the impact of delivering impact assessments or managing social media channels?

Big Wave Digital

Head of Digital Recruitment

May 2021 to April 2023

Rince and repeat as per above. It's ok to start your next role at this level of the page, you can add one bullet point of your responsibilities and then continue on the next page.

Responsibilities:

- This avoids too much white space and shows that there are more pages



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No need to say “phone” or “email”

Use these bullet points to hit those keywords

Skills

- Make a whole new list that differs from the “expertise” bullet points on page one
- Think about all the things you do, and how you have developed different skill sets
- Use this section to also highlight your soft skill set that isn't always easily measured
- Aim for 20+ - it's about balancing out the pages of your CV
- Use the JD or the advert of the role for inspo here - what are they looking for and do you have it?
- Rectech will be ranking you on a range of things, and having bullet points can increase your ranking

No need for a heading on subsequent pages

- Simply start the next page where the previous page left off
- Follow this format for all subsequent pages of your CV
- For most people that I work with, this means your CV will most likely be 4 pages. Don't feel like you have to get everything in in two pages, but don't make it 10 pages either.

Achievements

- Continue as per your first role with your achievements.
- For subsequent roles, I'd start to consider reducing the number of bullet points, but this will depend on how long you were in your current role.
- Keep the focus on results rather than tasks in this section
- Use earlier roles if needed for picking up on key experience required for your next role

Additional notes:

- Keep repeating each role in the same format until you hit the +/- 10 year mark.
- If relevant, you can have a small section highlighting roles 10+ years.
- No need to say “references available on request”.
- Hobbies don't belong on a leadership CV.
- Need more things for the left hand column to balance out additional pages? Use things like volunteer work, additional education, a small about me section... the list goes on!
- Photos are subjective - up to you if you want to include one.