

CV TEMPLATE

Your Guide to a Standout CV [AsYou.org](https://www.asyou.org)

Did you know that employers and recruiters only have less than 20s to decide if your CV makes it into the Yes pile?

Have you been firing off job applications only to get a generic auto-generated thanks but no thanks email?

If your CV does not stand out, no matter how suitable you are for the role, you won't make it to a phone call or the interview stage. I know this sucks and I have been there myself.

So let's make sure your CV captures the essence of what you are offering. I am not talking about exaggerating. I am talking about truly reflecting your skills in a way that employers go yes that is a person I want to talk to further!

The secret lies in crafting a tailored skills-based CV.

Tailored = your CV is tailored to the job and the employer. No two CVs that go out of your email should be the same. Generic CVs land you straight into the No pile, the same with spelling mistakes or wrong company names.

Skills Based = your CV should highlight the skills you bring to the job. A lot of advice out there tells you to outline all your work experiences, making those stand out. I disagree, because employers care about your skills more than what you have done previously. Also, focusing on your skills help employers make the connection that you are suitable for the job rather than having to wade through your work experience, then figure out if you are suitable.

Below it is my own CV, I want you to notice:

- It is less than 2 pages long
- My skills come on the first page
- My skill titles mirror the job ad
- My skill paragraphs are STARs. More on STAR examples [here](#).



CV TEMPLATE

Suki Xiao

Career Coach

Helping ambitious professionals to find their dream career and redefine their grind

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www.asyou.org

Relevant Skills/Attributes

Personal Coaching

- I am a career coach with a passion to help ambitious professionals to redefine their grind. In my coaching, I listen empathetically, create a safe space for coachees to share and I ask them powerful questioning to elicit insights. I guide them to brainstorm solutions and design accountability of actions. Here is what a client said about working with me "*Through Suki's care, help and support, I am now in the process of resolving my 'mental knots' that have been unknowingly keeping me stuck for years.*"

Mentoring Women

- When I was an Agile Coach at Xero, I coached and mentored multiple women. I met with them on a regular basis and supported them through their challenges by helping them to self-reflect and to gain the skills and mindset necessary to create change. As a result, these women have moved up the career ladder or have since found better and more suitable roles.

Leadership and Corporate Experience

- My career so far has spanned across multiple industries including professional services, government, start up and tech. This has enabled me to gain a deep understanding of what it is like working for corporates and the struggles working professionals have. I have also served as a leader and coach for a department of over 150 people in Xero, where I helped design and facilitate the structures for high performance. Through strong relationship building and acting with integrity, people felt safe coming to me to share their issues and give feedback.

Empathetic Listener

- I am a clear communicator and an empathetic listener. I allow there to be space for people to become vulnerable and express what is going on internally. My strengths in listening and coaching have been demonstrated through my roles as a Youthline phone counsellor and an Agile Coach for Xero.
- I am a Chinese who has grown up in NZ. I have also worked as a minority as a woman in tech. I can deeply relate to the issues people face being minorities in the workplace and society. I support system change through my compassionate listening and voicing.

Work Experience

Aug 2019 – Present Career Coach & Founder, As You Limited

- Coach people to gain clarity of direction, gain self-confidence and self-love

Jul 2016 – Apr 2019 Agile Team and Leadership Coach, Xero

- Part of the leadership team of Partner Products, worked across portfolio of products and collaborated with leaders to deliberately curate and facilitate an environment that fosters innovation and growth
- Coached and mentored multiple teams and leaders on their Agile journey

Jan 2016 – Jul 2016 Agile Team Coach, Nomad8 Consultancy

- Coached multiple clients' teams to adopt Agile practices

Aug 2015 – Nov 2015 Agile Consultant, Lightning Lab Accelerator

- Coached start up teams to define their business model and process efficiencies

Have one STAR example per title. Also have plenty of these in your bank for interviews!

As
You

The titles match what the audience is looking for

CV TEMPLATE

- Apr 2015 – July 2015** **Intrapreneur**, R9 Accelerator, Ministry of Business, Innovation and Employment
- Analysed the pain points for businesses interacting with government
 - Generated ideas to solve the pain points, developed and iterated prototypes
 - Developed an implementation plan and the business model
- Jul 2013 – Aug 2015** **Policy Advisor**, Ministry of Business, Innovation & Employment
- Provided expert advice to the Minister of Commerce regarding consumer and commercial law policies
 - Analysed complex policy issues, drafted discussion documents for public consultation, identified and mitigated potential risks
- Feb 2012 – Jun 2013** **Tax Consultant**, KPMG
- Supported case load of over 40 individuals, companies and trusts to comply with their respective tax obligations
 - Established and maintained effective working relationships with clients

Education

- 2018** **Certified Professional Coach**, International Coach Federation
- 2015** **ICAgile Certified Professional**, ICAgile
- 2012** **Professional Legal Studies**, College of Law
Admitted as a Barrister and Solicitor of the High Court of New Zealand
- 2007 – 2011** **Bachelor of Commerce and Bachelor of Laws**, University of Auckland
Finance Major and Specialisation in Law

Volunteer Work

- Feb 2014 – Apr 2016** **Phone Counsellor/Facilitator/Mentor**, Youthline Wellington Inc.
Provided emotional support for youths and adults. Mentored new counsellors and facilitated training process.

Publications

- 2012** *"Enforcement of securities law and the role of the State: an examination of the Financial Markets Authority's powers to take actions on behalf of investors"*
Company and Securities Law Bulletin March 2012 Edition, [2012] CSLB 27

The 2nd page of the CV is not as important. The aim here is to reflect you as a fuller person with experience, education, interests and awards.



Hi, my name is Suki Xiao. I am an ICF Associate Certified Coach. I am on a mission to empower women of colour around the world to rise in their career. Want to chat further about your career? Connect with me on [LinkedIn](#) or [book me in](#) for a free chat!
[www. AsYou.org](http://www.AsYou.org)

**As
You**