

Leadership CV Checklist

Profile:

- ☐ **Leadership statement:** Include a concise statement summarising who you are and your leadership philosophy, qualities and experience.
- ☐ **Quantify value:** Briefly mention the value you bring to leadership positions, e.g., increased profitability, expanded market share.
- ☐ **Personalise:** Add in something personal to build a connection e.g. dog lover

Career Highlights:

- ☐ **Focus on leadership impact:** Prioritise achievements that showcase your ability to lead, influence, and inspire others.
- ☐ **Quantify achievements:** Use metrics and data wherever possible to demonstrate the impact of your leadership (e.g., increased revenue by 20%, improved team morale by 30%).
- ☐ **Tailor for impact:** Focus on achievements that showcase your strategic thinking, decision-making abilities, and ability to motivate and inspire others.
- ☐ **Quantify value:** Highlight impactful achievements, such as increased revenue, improved efficiency, or team growth.
- ☐ **Strategic alignment:** Choose achievements that demonstrate your understanding of strategic goals and your ability to contribute to them.

Skills:

- ☐ **Leadership-specific skills:** Highlight both hard and soft skills relevant to leadership, such as communication, negotiation, business acumen, conflict resolution, and team building.
- ☐ **Quantify proficiency:** Use keywords from the job description and mention proficiency levels or specific applications of your skills.
- ☐ **Tailor based on role:** Highlight the most relevant skills based on the specific leadership position you're applying for.

Work Experience:

- ☐ **Leadership responsibilities:** Clearly outline your experience, in particular, highlight your leadership roles and responsibilities within each experience.
- ☐ **Measurable contributions:** Quantify your impact wherever possible. Did you improve team performance? Increase client satisfaction? Reduce costs?
- ☐ **Strategic contributions:** Highlight your involvement in strategic decision-making, problem-solving, and goal-setting.

Awards & Certifications:

- ☐ **Leadership relevance:** Include awards and certifications directly related to leadership or relevant to the specific position.

Education:

- ☐ **Leadership development:** Highlight any leadership-specific training, courses, or workshops you've completed.
- ☐ **Academic achievements:** Include relevant achievements and honors, especially those demonstrating leadership qualities.

Remember:

- ☐ Tailor each section to the specific position you're applying for.
- ☐ Quantify your achievements whenever possible to demonstrate impact.
- ☐ Proofread carefully to ensure a professional and error-free document.
- ☐ Use impactful verbs and power words to demonstrate your leadership using the Leadership Power Words Cheatsheet

By incorporating these points into your specific sections, you can create a compelling CV that showcases your leadership potential and positions you as the ideal candidate for senior leadership roles.