

YOUR FULL CV REVIEW

Overall assessment

Your CV shows a clear progression from operations into project management, backed by credible results: budgets of up to £1.2m, a rollout to more than 600 employees and a 35% reduction in overdue project actions. The strongest improvement is to bring that evidence forward, then make each role easier to skim by distinguishing your scope from your contributions.

TOP PRIORITIES

- 1 Lead the profile with project scope and measurable evidence rather than general qualities.
- 2 Reduce the 15-item skills list to 10 relevant, specific skills.
- 3 Replace the long runs of career-history bullets with concise context and outcome-led paragraphs.
- 4 Clarify your individual contribution to major projects where the current wording says 'supported'.

1. Structure and readability

Your CV should be easy to read, with plenty of white space and short, simple paragraphs. There is no strict rule on CV length, but it should be as concise as possible while still providing all relevant information. Use a clean and professional layout to ensure the document is easy to skim, as recruiters often spend only a few seconds on an initial review.

Bullet points should be used to highlight key points or achievements, use bullets sparingly and use more short simple paragraphs.

2. Professional profile — make the evidence visible sooner

The profile identifies your field, but phrases such as ‘proven track record’, ‘confident communicator’ and ‘highly organised’ tell the reader less than the examples elsewhere in your CV. Use your project scope and strongest measured result to make the opening more distinctive.

BEFORE

Experienced Project Manager with a proven track record of delivering complex projects across business change, technology and operational improvement. A confident communicator with strong stakeholder management skills and experience working across multiple teams. Highly organised, results-focused and comfortable managing competing priorities in fast-paced environments.

BETTER

Suggested Professional Profile

Project Manager experienced in business change, technology and operational improvement projects, with responsibility for budgets of up to £1.2m. Coordinated cross-functional delivery and supported a case management rollout to more than 600 employees across five UK locations. Introduced weekly project governance that reduced overdue actions by 35% over six months.

3. Key Skills — focus the list

You have included too many key skills, try limiting it to your top 10 skills that are relevant to the role you’re applying for. Listing too many skills devalues your core skills.

Try not to include generic skills such as ‘team player’ or ‘good communication skills’ as they are overused and found on most CVs. Focus more on hard skills where possible

Prioritise skills supported by the career history. Keep delivery methods such as Agile, Scrum or Waterfall only where you can show how you used them in a role.

BEFORE

Project Management • Stakeholder Management • Risk Management • Budget Management • Agile • Scrum • Waterfall • Change Management • Process Improvement • Governance • Jira • MS Project • PowerPoint • Excel • Team Leadership

BETTER

Suggested Key Skills

Project delivery • Business change • Technology implementation • Project governance and RAID management • Budget management • Supplier coordination • Multi-site rollouts • Operational process improvement • Jira • MS Project

4. Project Manager | Northbridge Services Ltd

This is your strongest role. The £850,000 implementation, £1.2m budget scope, multi-site rollout and 35% improvement deserve more prominence than routine planning and reporting duties. The CV already gives useful context through the functions involved and the scale of the rollout.

SUGGESTED REWRITE

Suggested role description

Project Manager | Northbridge Services Ltd, Manchester | January 2022 – Present

Manage a portfolio of business change and technology projects from initiation to delivery. Agree scope, timelines, resources and budgets with senior stakeholders; coordinate internal teams and third-party suppliers, maintain project plans and RAID logs, and report progress and risks to senior leadership. Manage budgets of up to £1.2m.

Managed a customer portal implementation with a budget of approximately £850,000, involving Operations, IT, Finance and Customer Service. Supported a case management platform rollout to more than 600 employees across five UK locations. Introduced a weekly governance process that reduced overdue project actions by 35% over six months.

5. Project Coordinator / Junior Project Manager | Halcyon Retail Group

The store-upgrade and warehouse results show impact and give a clear sense of the retail environment. Bring them together after a brief description of your coordination remit. If you can substantiate which

part of either project you personally owned, make that distinction explicit.

SUGGESTED REWRITE

Suggested role description

Project Coordinator / Junior Project Manager | Halcyon Retail Group, Warrington | June 2018 – December 2021

Supported operational and systems projects across the retail estate, working with store operations, HR, IT and external suppliers. Maintained project documentation, tracked actions and risks, prepared weekly reporting packs, and assisted with budget tracking and supplier invoices.

Coordinated a till-system upgrade across 74 stores, helping the programme finish three weeks ahead of its original schedule. Supported a warehouse process-improvement project that reduced average order processing time from 18 minutes to 14 minutes.

6. Operations Team Leader | Halcyon Retail Group

This role usefully explains your move into projects, but its description is almost entirely duties. Keep the 12-person team scope and the link to improvement work. Add a service, performance or process result only if you have evidence for it.

SUGGESTED REWRITE

Suggested role description

Operations Team Leader | Halcyon Retail Group, Warrington | September 2015 – May 2018

Managed the day-to-day workload of a 12-person team in a busy customer operations environment, covering escalations, rota planning, performance reporting and process queries.

Supported internal improvement projects before moving into the project team.

7. Achievements and working context

The CV already includes strong, quantifiable evidence: project budgets, employees and stores affected, an earlier completion date, faster order processing and fewer overdue actions. Preserve those figures. You also provide helpful context about the retail estate and the teams involved in the Northbridge projects. Where you describe a project as 'supported', specify your own deliverable or decision-making responsibility if you can verify it.

8. Education and additional information

The PMQ, PRINCE2 Foundation and degree are clearly listed after career history. Keep the driving licence if travel is relevant to your target roles; 'References available on request' can be removed because it adds little to the application.

9. Career direction

Your progression and project examples point towards Project Manager, Business Change Project Manager and Technology Implementation Project Manager roles. For each application, foreground the corresponding projects and adjust the skills list to match the work you want to do next.

In summary

You have the progression, qualifications and results for a convincing project management CV. Lead with the evidence, tighten the skills list and make your contribution to each major project immediately clear.