

YOUR 3 DOCUMENTS FOR SUCCESS

After we selected your profile in our **P+P PREMIUM POOL®** for a project and after your agreement our Clients will receive YOUR documents for the next step of invitation for a personal interview.

We summarized our experience on how documents succeed in the selection process.

PP The **Executive Summary** is your first part and always includes a business photo of yourself. It's a One-Pager, that explains what you stand for and what your USP is. Add your last projects and achievements.

PP Then you attach a complete up-to-date **Project List**. Every Project should include information about your position, branch of industry, responsibilities on budget, challenges and achievements. Add numbers of direct/indirect employees lead and percentages or figures of goals reached.

PP Last you provide a classic **CV** with personal details, permanent positions – starting with the last employment, hard and soft skill, your university education, languages spoken and any other information you like to add. You should start your CV with your business photo and a short summary of your USP and expertise.

MUST HAVES

- PP** We only use YOUR documents, we do not change them
- PP** Keep documents always up-to-date
- PP** Only use a professional business photo
- PP** Use a professional email-address
- PP** Only use a PDF-format

NICE TO HAVE

- PP** Use your own Logo
- PP** Use a email-address with your domain
- PP** Add your web-address or personal homepage
- PP** Keep a consistent style and CI throughout your documents
- PP** Use PDF-format



YOUR
EXECUTIVE
SUMMARY

YOUR
PROJECT LIST



YOUR
CV