



CREATE A META-CV AND DOCUMENT YOUR JOURNEY ON BECOMING AN EXPERT

Why?

Your skills and thinking evolve constantly, but this can be hard to see if you do not make a point of paying attention to your development. The purpose of the meta-CV is to make you see how your skills, understanding, and thoughts about your field develop over time and with experience. At its best, your meta-CV will describe the development of your expertise in the long term, i.e., throughout your studies – and even afterwards, if you want.

The meta-CV will serve as the common thread of your career planning and prove extremely useful when you are looking for work.

- The meta-CV means documenting your skills, experiences and thoughts for your own use. You do not need to show your meta-CV to others.
- The meta-CV does not have content or format criteria, nor will it ever be “ready”. It will always be a work in progress.
- The meta-CV can prove highly useful when writing your actual CV, creating your LinkedIn profile or preparing for a job interview. For more information, please see [our job-seeking page](#).

How?

Create a document that only you can access and edit and that you can easily return to even after a long time. You can start filling it by writing down the following:

- What made you apply for your current degree programme? What fascinated you about the field at the time? How do you feel about your field now? Which trends within the field will be important for you in the future?
- Look at your transcript of studies and at the targeted learning outcomes and forms of learning included in the courses. What kinds of skills have you used and developed in your studies? What are you good at and what do you need to improve?
- When you are listing your skills and competence areas, remember to take into account different skills categories, such as specialist skills, transferable academic skills, general career skills and self-leadership and self-management skills. Also remember to include your personal strengths. For further information, see the assignment “Learn how to identify and verbalise your skills” on the page [Tools for planning your career and future](#).
- Do a similar skills mapping for other areas of your life: what skills have you used and developed in your work, hobbies, organisational activities, family life and other domains of life?



Your meta-CV is supposed to be a more extensive document than the CV you use to apply for a job. However, you can document your work experience or other achievements in a format that you can also use in your job search documents.

When editing versions of your CV to be sent to employers, you can select work experience and other content relevant to the prospective job. Do not send your meta-CV as such to anyone, unless you wish to request feedback from a trusted individual or to use it in your studies as part of portfolio work, for example.

Further expand your meta-CV by reflecting on the following questions and writing down your thoughts:

- What feedback have you received from others?
- What kinds of things have you been interested in at different stages of your life? When have you pursued things that interest you? What is your current situation like?
- Also document important individual experiences, successes and challenges in your meta-CV: What happened in these situations? What did you learn from them? What made you succeed in or get through them?
- What kinds of questions about the future are important to you right now? Where and how could you look for answers to them?

Every now and then, go back to answer the question: What next? Return, for example, a year from now, to the questions you have already answered and see if and how your thoughts have changed.