After the UN
FOR UN STAFF IN TRANSITION

QUICK GUIDE

Turn your UN CV into a private-sector resume

A UN CV is built to show you did everything the post required. A private-sector resume has a different job: to show a busy stranger, in two pages, what you can do for them.

By Andrea J. Miller, ICF-PCC, SHRM-SCP

1 Change the shape

	ON A UN CV	ON A PRIVATE-SECTOR RESUME
Length	Four to six pages or more, with every post since your first job	**Two pages at most, focused on the last 10 to 15 years**
Top of the page	Home address, nationality, date of birth, UN email	**Name, city, phone, personal email, LinkedIn link**
Opening	Straight into the job history	**A 3 to 4 line summary: the role you want, what you are good at, one proof**
Each role	A list of duties (supported, assisted, liaised with)	**Three to five results (led, built, cut, grew), strongest first**
Language	Acronyms, system names and UN terms	**Plain business words a stranger understands**
Seniority	Grade (G-6, P-4) and section name	**Scope: team size, budget, countries, who you reported to**
Early career	Every role, with full bullets	**One line each under "Earlier experience", or cut**
Extras	References, every training course, internships from long ago	**Only degrees and certifications that matter for the job**

2 Put a number on it

Numbers are what make a recruiter stop and read. For every bullet, ask yourself these six questions. One good number per bullet is enough. No exact figure? An honest estimate works ("about 40", "more than $2M"), as long as you could defend it in an interview.

How many?
People, countries, partners, projects, events, reports

How much?
Budget managed, money raised, grants, contracts

How often?
Every week, 40 a year, 3 at the same time

How fast?
Time saved, deadlines met, days cut from a process

Who for?
Directors, ministers, boards, 200 staff, 15 offices

What changed?
Before and after: costs, errors, speed, satisfaction

3 Rewrite duties as results

Use this pattern: **what you did + the number + what changed**. These examples are made up, to show the difference.

UN CV		RESUME
Provided support to the organization of workshops and meetings with partners.	→	**Organized 14 workshops a year for 300+ participants from 20 partner organizations, each one within budget.**
Responsible for budget monitoring and reporting in Umoja.	→	**Tracked a $6M annual budget in SAP and cut month-end reporting from 5 days to 2.**
Liaised with implementing partners and donors.	→	**Managed relationships with 12 partner organizations and 4 funders, and helped renew $2.5M in funding.**

4 Let AI do the first draft

COPY THIS PROMPT — PASTE INTO YOUR AI CHAT

Turn my UN CV into a 2-page resume for the private sector. The reader is a recruiter who has never worked with the UN.

The role I want: **[job title and industry, or paste a job posting]**
My CV: **[paste your CV here]**

Before you write anything, ask me up to 5 questions about numbers that are missing from my CV. Then write the resume like this:

1. Open with a 3 to 4 line summary: the role I am aiming for, what I am good at, and one result that proves it.
2. Give the last 10 to 15 years in detail, with 3 to 5 bullets per role. List older roles in one line each.
3. Write every bullet as a result: what I did, the number, and what changed. Replace "supported", "assisted", "contributed to" and "liaised with" with what I actually did.
4. Swap UN terms, acronyms and grades for plain business words. Show scope (team, budget, countries) instead of grade.
5. Leave out my home address, nationality, date of birth, UN email and references.

Use only facts from my CV and my answers. Never invent a number. Where one is missing, write **[ADD: number needed]**. Plain words, no buzzwords, no em dashes.

BEFORE YOU SEND IT

- ☐ Two pages at most
- ☐ No UN jargon or acronyms left
- ☐ Two numbers in every recent role
- ☐ Personal email and LinkedIn link
- ☐ Key words from the job posting
- ☐ Saved as a PDF, with your name

Norms differ by country, so check what is usual where you are applying. AI gets things wrong: read every line and check every number.

Want a second pair of eyes?

I'm Andrea J. Miller, a certified coach (ICF-PCC, SHRM-SCP) with 20+ years in global health and international work behind me. Book a free 20-minute chemistry call.

Book a free call →