

How To Build A Resumé That Will Fast-Track Your Career



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Introduction

Receiving a copy of your resumé is the very first interaction that you will have with a potential employer. It might also be the very last. You see, your resumé should make an impact that will get you over the first hurdle of meeting the basic requirements needed for the job. If your resumé does not have what it takes to grab the reader's attention, it means saying goodbye to your chances of getting hired. So, how can you build a resumé that will help you to fast-track your career?

TrueProfile.io's newly revamped myTrueProfile page is your ticket to the fast lane! You can use it as your digital resumé, with the added benefit of highlighting your verified TrueProofs. You can also still use it as your Primary Source Verified (PSV) report that you can transfer to employers, regulators, and authorities. Plus, you can leverage your exposure to recruiters around the world by managing your Contact Settings, so you can be contacted for relevant job opportunities. We will discuss each of these features in more detail later.

We want to help our Members achieve their full potential by enabling them to foster immediate trust in their credentials from organizations, worldwide. What better way than to use your myTrueProfile page - your online resumé - with verified credentials from TrueProfile.io. TrueProfile.io is powered by The DataFlow Group, a leading global provider of background screening solutions, Primary Source Verification (PSV) solutions, and immigration compliance services.

01 Stand On Proven Credentials

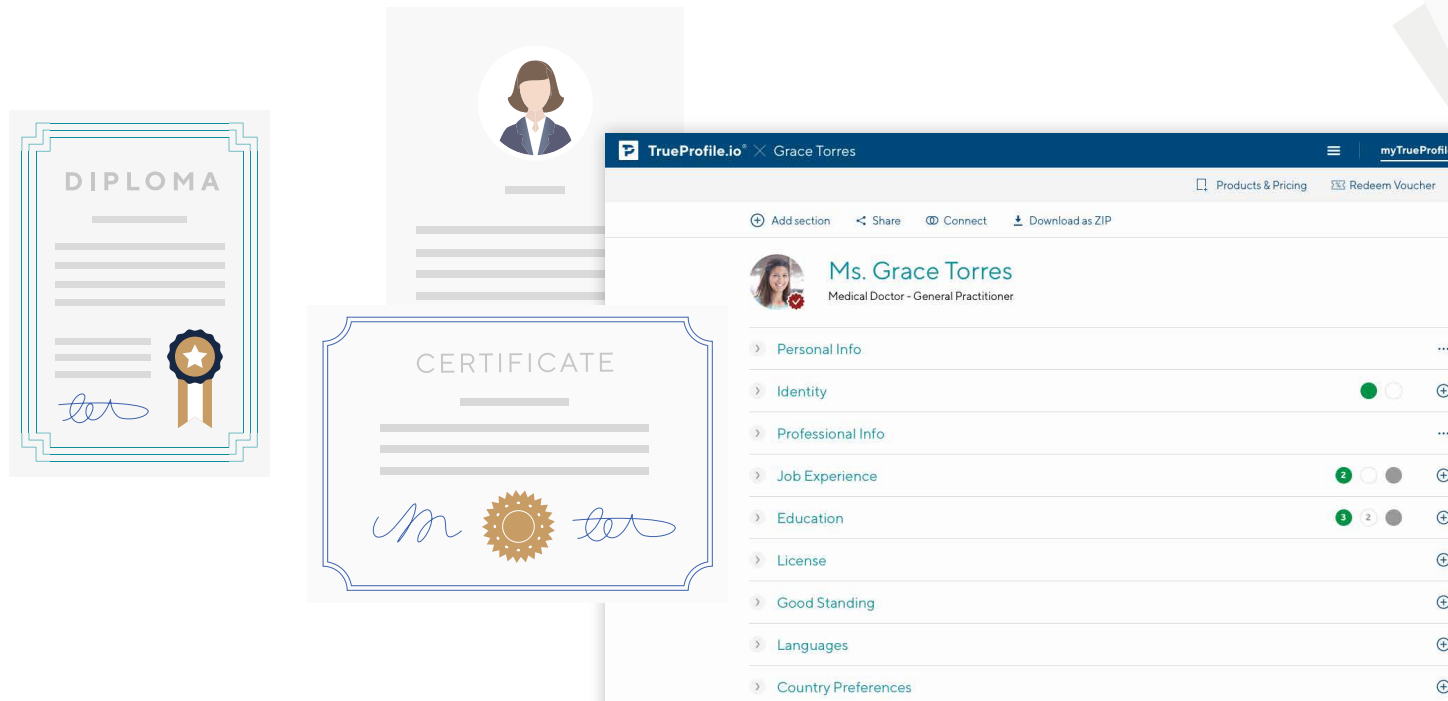
What will make you stand out? In your university alone, there are hundreds, if not thousands, of people with the same degree as you. Your trusted credentials, in the form of a TrueProof, can therefore really set you apart from the rest.



Get your documents verified with TrueProfile.io

A recent study found that around 53% of applicants lie on their resumé¹ and some pass muster. This includes people who state in their resumé that they attended a certain university and studied a specific degree, when they didn't actually graduate. There's a lot of artistic license when it comes to resúmes, so much so that it makes an immediate impact when presenting your credentials that have been authenticated by the world leader in document verification - TrueProfile.io, powered by the DataFlow Group.

¹ Timothy R. Levine, Encyclopedia of Deception (SAGE Publications, 20 Feb 2014), 108



As your experience grows, so does your collection of TrueProofs

Your career is not a static entity. It evolves every time you take on a new role, embark on new training, and/or participate in a groundbreaking project. So, of course it makes sense that your verified credentials can be added, too.

Your myTrueProfile page should be as dynamic as your career. Adding a Professional TrueProof can be as simple as adding job experience and clicking the 'Verify now' icon beside it. Employers will appreciate seeing that your experience is backed up by authenticated background screening.



Get instant trust, worldwide

Employers all over the world, especially in the healthcare sector, recognize and give priority to candidates with a TrueProof. The DataFlow Group, the powerhouse behind TrueProfile.io, has instant brand recognition from healthcare regulators and authorities, hospitals, clinics, medical service providers, and professional healthcare workers. When you present your verified resumé from TrueProfile.io, you will stand head and shoulders above the other candidates.

Job Experience +

Paid	
	Medical Doctor - Aesthetics/Plastic Surgery, General Practitioner General Hospital
Period	1 year 4 months (Mar 2010 - Aug 2011)
City, Country	Dubai, UAE
Case Number	DHA1-1806-027863
	Verify now

	Doctor of Medicine General Hospital
Period	1 year 4 months (Mar 2010 - Aug 2011)
City, Country	Dubai, UAE
Case Number	DHA1-1806-027863

02 Your myTrueProfile Page

Your myTrueProfile page is your landing page when you log in to your TrueProfile.io account. Because we believe in using cutting-edge technology to better serve our Members, we have developed an all-new myTrueProfile page.

TrueProfile.io × Grace Torres

Account Logout

Products & Pricing Redeem Voucher Contact Settings

Add section Share Connect Download as ZIP

Ms. Grace Torres
Medical Doctor - General Practitioner

Personal Info

Birthday	1 Apr 1976
Nationality	Filipino
Passport number	GT19760401
Current Address	DataFlow Street 1, Dubai, United Arab Emirates
Primary Email	gtorres@trueprofile.io
Primary phone number	+971 123 456 78

[more](#)

Identity

	Filipino Passport GT19760401
Birthday	1 Apr 1976
Nationality	Filipino
Verification Date	18 Nov 2019
Case Number	DHA1-1806-027863

Professional Info

Curr. Employment Country	United Kingdom
Professional Industry	Health Care
Job title	Medical Doctor - General Surgery, General Practitioner
Current employer	St. Peter's Hospital
Number of years of experience	10 years 10 months
Highest level of education	Doctor

[more](#)

About Me

I am a qualified Surgeon, with over a decade of experience working in the UK. I am now open to pursuing new opportunities in the Middle East and am particularly interested in hearing from hospitals in Dubai and Abu Dhabi. [more](#)

Job Experience

	Doctor of Medicine General Hospital
Period	1 year 4 months (Mar 2010 - Aug 2011)
City, Country	Dubai, UAE
Case Number	DHA1-1806-027863

Education

	Certificate of General Nursing and Midwifery The Kerala Nurses and Midwives Council
Conferred Date	Aug 2011
City, Country	Dubai, UAE
Case Number	DHA1-1806-027863

Your online resumé, improved

If you've been a TrueProfile.io Member for a while, you'll notice that your myTrueProfile page has been revamped. Ensure you update all your information, just as you would with your resumé.

The screenshot shows the myTrueProfile page for Ms. Grace Torres. The page is titled "Grace Torres" and includes a navigation bar with "myTrueProfile", "Account", and "Logout". Below the navigation bar, there are options for "Products & Pricing", "Redeem Voucher", and "Contact Settings". The main profile area features a header with a profile picture and the name "Ms. Grace Torres" (Medical Doctor - General Practitioner). The profile is organized into sections: "Personal Info", "Identity", and "Professional Info".

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If you're a new Member or simply need to familiarise yourself with everything that we've developed to help you with your career,

here are the key features:



1. Add sections
2. One-click download of all your reports
3. Connect with a Business Partner
4. Share your profile via your LinkedIn account, or with a potential employer
5. Manage your Contact Settings, whether you want to:

Share your personal data for recruitment purposes, in accordance with our Privacy Notice

Not get contacted for a specified period of time

Not get contacted at all

TrueProfile.io × Grace Torres

myTrueProfile Account Logout

Products & Pricing Redeem Voucher Contact Settings

Add section Share Connect Download as ZIP

Ms. Grace Torres
Medical Doctor - General Practitioner

Personal Info

Birthday	1 Apr 1976
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Filipino Passport	GT19760401
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Professional Info

Curr. Employment Country	United Kingdom
Professional Industry	Health Care
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About Me: I am a qualified Surgeon, with over a decade of experience working in the UK. I am open to pursuing new opportunities in the Middle East and am particularly interested in hearing from hospitals in Dubai and Abu Dhabi.

Job Experience

Paid

Medical Doctor - Aesthetics/Plastic Surgery, General Practitioner	General Hospital
Period	1 year 4 months (Mar 2010 - Aug 2011)
City, Country	Dubai, UAE
Case Number	DHA1-1806-027863

Verify now

Doctor of Medicine
General Hospital

Period: 1 year 4 months (Mar 2010 - Aug 2011)



6. Separate sections for your

Personal Information
Identity
Professional Information
Job Experience
Education
License
Good Standing
Reports

7. Manage your TrueProofs

8. Validate your TrueProofs on the Ethereum Blockchain

9. Add and store your TrueProofs to your uPort app

10. One-click verification

To give potential employers a full overview of your professional experience, ensure you populate every section and make use of the 'About You' section where you can summarize your skill set, your achievements, and anything that might capture the attention of any potential employer.


As with any online resumé, it needs to be visible to employers and recruiters in order to gain attention. You can set the page to public via the Contact Settings. You can therefore get found by recruiters all over the world, connect with an employer via their connect code, share it via social media, and download your myTrueProfile page (along with your TrueProofs) as a zip file. Don't forget, you can update your Contact Settings so that interested employers worldwide can view your profile. Depending on the settings you choose, recruiters can contact you with relevant job opportunities, which are suited to your skills and experience.

Showcase your TrueProofs

When you log in, your TrueProofs will be found in their respective sections.


For example, you will find that your passport details are under the Identity Section. If you have verified your identity with us, you will see your TrueIdentity check beside your passport details.

Identity +

	Filipino Passport GT19760401	...
Birthday	1 Apr 1976	
Nationality	Filipino	
Verification Date	18 Nov 2019	
Case Number	DHA1-1806-027863	


Your Education TrueProof is headlined on your Education details.

Education +

	Certificate of General Nursing and Midwifery The Kerala Nurses and Midwives Council	...
Conferred Date	Aug 2011	
City, Country	Dubai, UAE	
Case Number	DHA1-1806-027863	

Your Professional TrueProof, meanwhile, is headlined under your Professional Information. Your verified job experience, which is your Experience TrueProof, is grouped under the Job Experience section.

Job Experience +

	Doctor of Medicine General Hospital	...
Period	1 year 4 months (Mar 2010 - Aug 2011)	
City, Country	Dubai, UAE	
Case Number	DHA1-1806-027863	

Utilize your myTrueProfile page as your online resumé and showcase your verified credentials. There's no easier way to fast-track your career when you realize the full potential of your authenticated online resumé.

03 Harness The Power Of Social Media And The Internet

The age of information has changed the way that we live our lives. Can you imagine working abroad without being able to get in touch with your loved ones via a messaging app? It follows that the Internet and social media have revolutionized the job application process. Nowadays, most companies source talent from reputable recruiting sites and via LinkedIn.



Grace Torres
Medicine Physician

Experience

- Medicine Physician
DPG Dubai Physician Group
2012 - 2018
- Surgeon
St. Peter's Hospital Glasgow
2001 - 2012

Education

- Doctor of Medicine
Singapore Medical University
1996 - 2001

Verified by TrueProfile.io ®

Share your verified credentials on your LinkedIn profile and social media pages

You can boost the reach of your resumé when you share your verified credentials on your LinkedIn account and other social media pages. Be the person who is renowned for your expertise when your connections think about your profession. Your TrueProofs establish your expertise in your field. Sharing your credentials is like sowing seeds in rich soil and leaving them - you never know when you will reap the benefits.

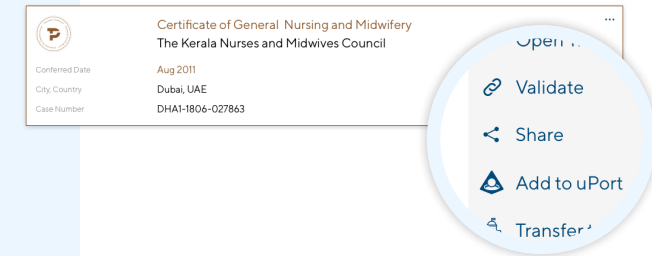
It's easy to do!



1. Just click the "Share" icon on the TrueProof you want to share and turn on the "Allow access to this TrueProof" radio button

2. Copy and paste the link in your LinkedIn Profile & click on "add"

Last step: Click "apply" and you're done!



Use this URL to share your TrueProof on LinkedIn and other public platforms:

<https://trueprofile.io/12345678>

Copy

Media

Add or link to external documents, photos, sites, videos, and presentations.

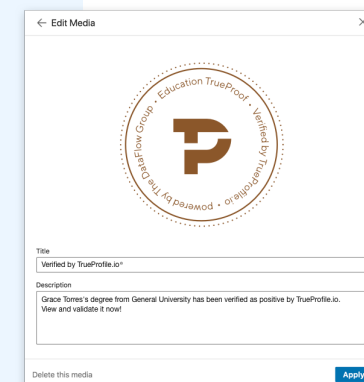
Upload

Link

<https://fnvis.io/A2MQKWVXQ6>

Add

Supported formats



Get found by top recruiters around the world

Here's where your myTrueProfile page can help you secure your dream job. Choose the 'Recommended' option in your Contact Settings so that employers and recruiters from all over the world can view your verified digital resumé. This enables recruiters to get in touch with you if they have a relevant position which matches your skills and the locations that you are open to working in. Not only that, you can proactively send your resumé to a prospective employer looking to fill a vacant position.

You can share your page with a potential employer via several options. If they are a TrueProfile.io Business Partner, you can share your myTrueProfile page via their Connect-Code, which they can provide you. Our Business Partners can also view myTrueProfile pages whose Contact Settings are set to public. Otherwise, you can download your myTrueProfile page as a zip, extract the PDF files, and email it to a prospective employer. You're sure to make an impact with pre-verified credentials built-in to your professional resumé.

If you need a PSV report for certification with a regulator or authority, all you need to do is to transfer your report to your chosen regulator (e.g. Ministry of Health, Department of Health). You can transfer your report, for free, once every three months.



You never know when a great job opportunity will open up, especially if your Contact Settings in your myTrueProfile page are set so that employers are free to contact you. Once you do that, you can be contacted at any time for relevant job opportunities. But, what if your resumé has not been updated for years? If you are the perfect candidate for a lucrative job opportunity, but you don't have your latest experience or skills visible, how is a recruiter to know?

Your myTrueProfile page can be updated quickly and easily. It is also worth remembering that there are abundant career opportunities all over the world, with some employers struggling to fill the shortages in their workforce and so your searchable digital resumé won't be as attractive to overseas employers if it's not updated!



04 Track Your Career Progression

Highlight your career achievements

Your credentials validate your skills and knowledge as a professional. While a degree or qualification certainly makes you more marketable in your field, it's important to highlight that you've continued to grow professionally throughout your career. Showcase your career achievements on your myTrueProfile page by updating it with any new courses, training or certifications.



You can also opt to add new job experiences to your collection of TrueProofs as you gather more expertise in your field of work. Add them to your existing report for continuity and to show the breadth of your experience.



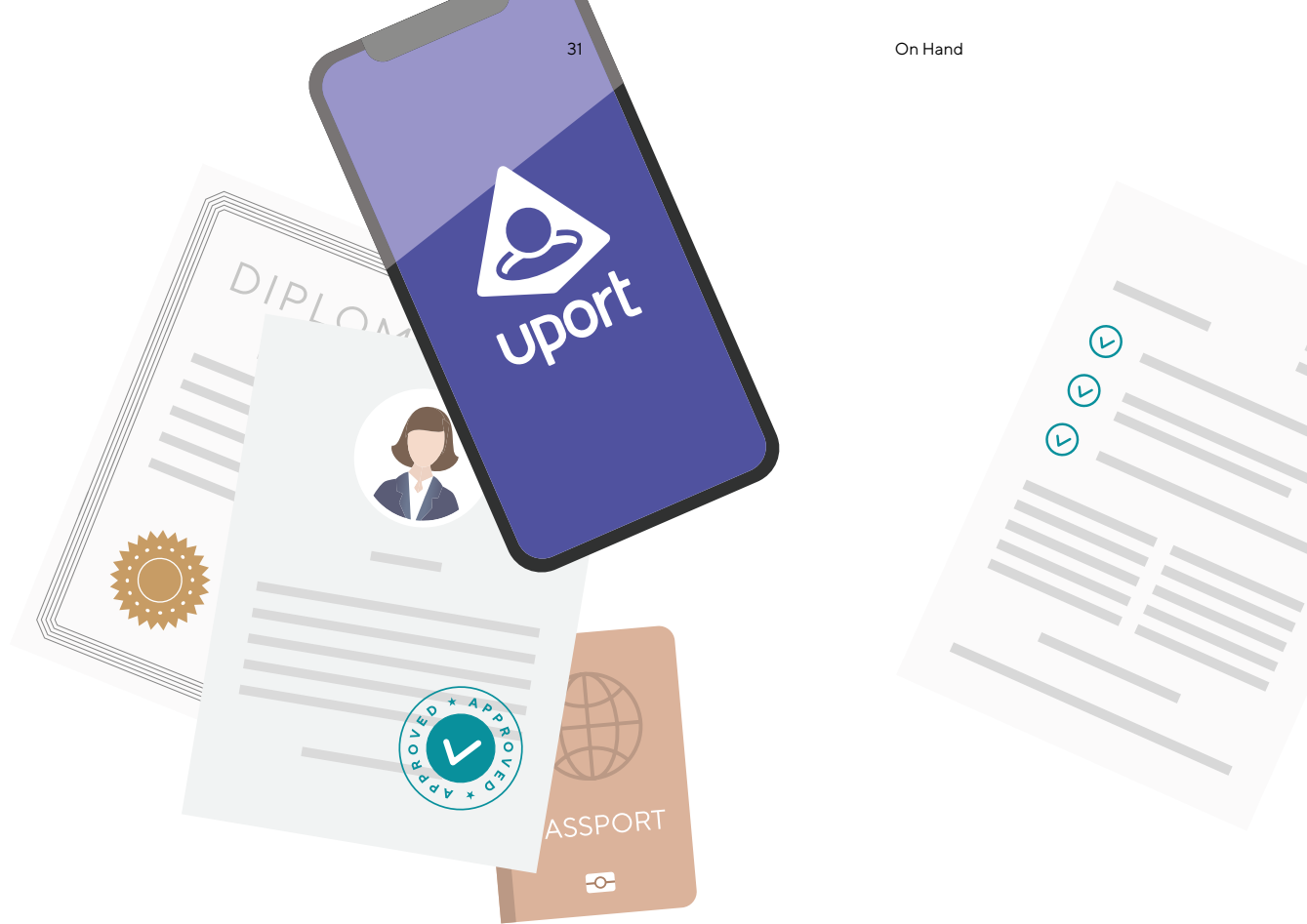
Update your profile with new responsibilities and promotions

Call attention to the fact that you're a go-getter by adding in the job promotions that you achieve. Within some organizations, there are lateral movements that add an additional role for you that moves you up the organizational ladder. Update your myTrueProfile page with each new responsibility that you're tasked with and, of course, each new promotion.



Your TrueProofs are stored on the Ethereum blockchain. It is now truly portable and you can access it anywhere in the world - securely. They are uniquely yours, and your verified credentials are yours to keep, forever.

05 On Hand Wherever Your Career Takes You



Download the uPort app and keep your resumé mobile

How would you like to carry your verified credentials in your phone, and to share them with just a tap of your fingers? The uPort app acts as a blockchain-based digital wallet, allowing you to store your credentials securely and share them in just a few clicks.

Build A Successful Career With Your myTrueProfile Page

Showcase your verified credentials to the world and get notified whenever exciting job opportunities arise. When you use your myTrueProfile page as your digital resumé, you can be assured that your career is on the fast-track to success!



Ready to
get started?



www.trueprofile.io