

Global Skills Development Checklist

Identity & Profile

- Updated ATS CV (PDF + DOCX) aligned to ESCO/O*NET keywords.
- LinkedIn profile URL with custom headline & skills endorsements.
- Portfolio links: GitHub / Behance / Tableau Public / personal site.
- Professional photo and contact details (email @domain, phone, location).

Skills Evidence (Core)

- Certificates & badges (AWS, Azure, GCP, CompTIA, PMI, NEBOSH, IELTS/TOEFL) with candidate ID.
- Course transcripts or completion emails (Coursera, edX, LinkedIn Learning, Microsoft Learn).
- Project artifacts: code notebooks, dashboards, case studies, readme files.
- Assessment results: LinkedIn Skill Assessments, HackerRank/Kaggle scores.

Experience Proof

- Recommendation letters or 360 feedback (PDF).
- Employment/service letters and internship confirmations.
- Quantified achievements (KPIs, revenue, NPS, uptime, incident reduction).

Compliance & Equivalency

- Academic certificates and mark sheets (scanned PDFs).
- Credential evaluation (e.g., WES for US/Canada; UK ENIC where needed).
- Attestations/apostille as required for GCC/EU mobility.

Language & Communication

- IELTS/TOEFL/Duolingo results (within validity).
- Public presentations, webinars, or writing samples (links).

Role-Based Add-ons

- Tech: GitHub repos, CI/CD screenshots, cloud lab exports, security lab logs.
- Data/AI: Notebooks, data dictionaries, model cards, BI dashboards.
- HSE/Construction: NEBOSH/IOSH cards, site induction passes, toolbox talk records.
- Finance: ACAMS AML training, IFRS CPD log, regulator fit & proper forms.
- Healthcare: license screenshots (DHA/DoH/MOHAP; GMC/NMC; state boards).

Application Readiness

- Target-company list (15-25) with recruiter contacts.
- Cover letter templates tailored to 3 role families.
- Interview schedule + question bank + STAR stories.

30/60/90 Learning Plan

- 30 days: select stack, enroll in 1-2 flagship courses, baseline assessment.
- 60 days: publish 2-3 artifacts, community participation, book first certification.

- 90 days: attempt certification, mock interviews, 10-15 targeted applications.

Security & Data

- Store PDFs in a versioned folder (e.g., /Career/SkillsEvidence/YYYY-MM).
- Redact personal IDs when sharing publicly; keep originals in a secure vault.
- Backup to cloud with MFA and an offline copy.