

## CV Checklist

The following information is designed as a quick test for you to check your CV. The checklist is split into the main categories that should be used on your CV.

CV Checklist – Please tick Yes or No

<b>Heading</b>		YES	NO
•	Your name (not the words Curriculum Vitae) is in a bold format at the top of the page		

<b>Personal Details Section</b>		YES	NO
•	Have you included your address and telephone number so that you can be contacted easily?		
•	Is your e-mail address included?		
•	Do your personal details account for no more than one third of the page?		

<b>Personal Profile Section</b> (not really essential, but if included)		YES	NO
•	It is no longer than 3 sentences?		
•	Is it short, punchy, strategic, highlighting your current situation and outlining your future career plans?		

<b>Education Section</b>		YES	NO
•	Do the details have your current course first and then work back		
•	Are the start and end dates given for each institution attended		
•	Do you include the name of each institution attended?		
•	Do you give the full title of the courses?		
•	Do you focus on modules most relevant to the application and highlight your strengths.		
•	Do you include expected degree classification (not essential but include if good)		
•	Are there brief details of your main project/dissertation?		
•	Have your pre-degree/diploma qualifications been summarised?		

<b>Work Experience Section</b>		YES	NO
•	Do your details start with your most recent experience and work back?		
•	Start and end dates are always given		
•	You name the company/organisation		
•	You state the nature of the company/organisation's business		
•	You put the job title?		
•	You give a brief summary of your main duties and responsibilities		

<b>Skills Profile Section</b> (optional)		YES	NO
•	Is a skills profile included?		
•	Does the profile demonstrate clearly your 'employability skills'?		
•	Do the skills outlined in your profile reflect the skills required by the employer?		

Interests		
	YES	NO
• Have you concentrated on a few interests rather than giving a long list?		
• Do you explain something about them rather than one word?		
• Have you used this section to demonstrate examples of skills and competencies that the employer is looking for?		

References		
	YES	NO
• Have you given referees' names?		
• Do you include referees' job titles?		
• Do you give referees' address and telephone number?		
• Have you asked your referees to provide a reference for this application?		

Final Check		
	YES	NO
• The various sections of the CV are arranged in a way that draws attention to the important information		
• Your CV is ideally no more than 2 pages long		
• Your CV is word processed		
• Good quality and neutral paper has been used		
• The type is big enough (10 to 12)		
• You have left a blank line between categories		
• You have avoided long paragraphs of text.		
• You have avoided generalisation and have supported statements with specific examples.		
• You have not used jargon or abbreviations that would confuse the reader.		
• You have used phrases throughout that indicate your enthusiasm for the job.		
• Someone has proof read it for spelling and grammatical errors.		
• Have you checked there are no gaps in your history?		
• Would you want to read it?		

Now count up how many 'yes' boxes you have ticked.

If your score is	It suggests.....
<b>34 - 44</b>	Your CV seems to be in pretty good shape.
<b>24 - 33</b>	Your CV could benefit from some further work and development.
<b>0 - 23</b>	A score in this range suggests that your CV may not be up to the standard expected.