

CV: An Initial Check List

Details:	SA	A	NAND	D	SD
The CV presents the full contact details of the student (name, telephone number, email address, LinkedIn, GitHub account)					
The used email address conveys a professional feel (Good = Mark.Russell.kcl@gmail.com, Bad = English.Fighter123@gmail.com)					
If written, the <i>Personal Statement</i> is enticing and demonstrates impact					
The CV is up-to-date					
The CV has no gaps in dates (academic and work)					
The CV is free from vague statements					
The CV does not make claims that cannot be substantiated in a follow-up interview					
The CV presents the academic skills the student has achieved					
If gained, the CV lists any IELTS / ToEFL scores					
The CV presents other useful 'skills, attributes and personal characteristics' of the student					
The CV identifies any volunteering work and / or hobbies undertaken (and impact)					
If received, the CV lists any scholarships or awards gained (best in class, top achiever, team captain, school prefect...)					
If gained, the CV lists any IELTS / ToEFL scores					
Work and study histories are presented in reverse chronological order					
The CV is at least one full side of A4 paper					
Where possible, the CV identifies impact					

Text Formatting:	SA	A	NAND	D	SD
The CV free from spelling mistakes					
The CV free from punctuation errors and the punctuation is consistent					
The CV uses consistent capitalization					
The CV is free from grammatical errors (their / there, your / you're etc.)					
If the CV is more than one page, pages are numbered and the student's name is clear on all pages					

CV: An Initial Check List (contd)

Visual Appeal:	SA	A	NAND	D	SD
The CV uses logical sections (personal details, work history (if applicable) academic achievements, skills, attributes, personal interests)					
The CV is visually appealing					
The CV uses colour minimally and the is not distracting					
Any images used in the CV serve a valuable purpose					
The text of the CV suitably formatted (aligned text, consistency of indented text / bullet points, font choice and size)					

Rating Details

SA = Strongly Agree

A = Agree

NAND = Neither Agree nor Disagree

D = Disagree

SD = Strongly Disagree

Tasks:

1. Use the above check list to ensure that your CV matches the statements
 2. Pass your CV to a peer or two and ask them to review your CV, using the above rubric
 3. Read your CV as though you are very busy recruiter with 50 CVs to review. Are you confident that your CV will help you get shortlisted?
- Are you confident that your CV will help you get shortlisted?