Before we start working on an improved CV, you will evaluate your current CV. If you don’t have one yet, you can start drafting with this exercise. Remember that keeping your CV both in English and Spanish up to date will make it easier to apply to a job offer. For this exercise, use your **CV in English**

Mark an **X** where you fullfil the recommendation. If your CV does not contain the information due to your particular case, mark **Non applicable**

**What is your professional goal?**

* I am looking for a new role
* ~~I am searching for best salary opportunities~~
* I am unemployed and look for opportunities to gain experience
* I am open for any challenge

|  | **Yes** | **No** | **N/a** |
| --- | --- | --- | --- |
| The CV contains contact information |  |  |  |
| The CV contains a personal statement that describes your occupation |  |  |  |
| The CV describes achievement using action verbs |  |  |  |
| The CV is consistent in grammar and tense |  |  |  |
| The work history includes job title, company, dates of employment and key responsibilities and achievements. |  |  |  |
| The work history and experience contains key words of what you look for in your next job |  |  |  |
| Avoids clichés and uses detailed descriptions and evidence for your skills |  |  |  |
| Includes technical skills |  |  |  |
| Includes soft skills |  |  |  |
| The photograph is clear and transmits your personality |  |  |  |
| The font is clear and legible |  |  |  |
| The CV can be easily scanned |  |  |  |

**For more information, consult:** [**CV Guide**](https://drive.google.com/file/d/1pkE1hf6qxn7kw-tqo2reC9YCgceax5vS/view?usp=sharing)