

## CV Checklist

How does your CV measure up? Measure your CV against the checklist below. The checklist is split according to the main categories that should be used for your CV. **Please tick Yes or No**

Heading		Yes	No
1	Is your first name and surname in large bold letters at the top of the page? It is not necessary to write 'Curriculum Vitae'.		

Personal Details (note: date of birth and marital status are <b>NOT</b> required)		Yes	No
2	Have you included your address, telephone (landline OR mobile) number and email (a professional one), so that you can be contacted easily?		
3	If applicable, is your nationality and work permit status clearly stated? For international students this is advisable to include.		

Profile Statement – optional		Yes	No
4	Your profile statement is no more than four lines?		
5	Is it short, punchy, interesting, highlighting your current situation, main skills, knowledge and experience, as well as your future career plans?		

Technical Skills Profile – recommended for technical roles		Yes	No
6	Is there a list of relevant software/hardware/programming languages/procedures/methodologies?		
7	Have you described your proficiency in using each of the above?		

Education		Yes	No
8	Does your education start with your current course and then work back? (reverse chronological order).		
9	Are the start and end dates given for each institution attended?		
10	Is the name of each institution attended included?		
11	Is there a full course title?		
12	Are the modules that are most relevant to your application included and are your strengths highlighted?		
13	Is your expected degree classification included? (not essential, but include if it is good).		
14	Are there brief details of your main project/dissertation/placement?		
15	Have pre-degree qualifications been summarised? ie NOT listed EVERY GCSE, just English and Maths.		

Work Experience		Yes	No
16	Does your work experience begin with the most recent and work back?		
17	Are start and end dates given?		
18	Is the company name/organisation included?		
19	Is the nature of the company/organisation's business stated if it isn't obvious from the company name?		
20	Has a job title been included? (Ideally in <b>bold</b> )		

21	Are main duties, responsibilities, skills and achievements detailed?		
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Interests/Positions of responsibility		Yes	No
22	Have you focused on a few genuine interests rather than giving a long list?		
23	Is there a short explanation of each interest rather than one word?		
24	Do your interests/positions of responsibility demonstrate skills and competencies that the employer is looking for?		

References		Yes	No
25	Is a reference section included?		
26	Does the statement 'references available on request' appear?		

Final Check		Yes	No
27	Are the sections and headings clear and arranged in a way that draws attention to the important information?		
28	Have active verbs and action words been used for added impact?		
29	No long paragraphs of text		
30	Is it tailored to the job and organisation?		
31	Has good quality plain white paper been used?		
32	Is the font size big enough (10-12pt)?		
33	Is it clear and concise? No more than two pages of A4?		
34	Is your CV free from spelling and grammatical errors?		
35	Are only the important elements such as your name, section headings, course titles and job titles in <b>bold</b> ?		

How do you measure up? Count up how many 'yes' boxes you have ticked. If your score is:	
25-35	Well done! Your CV is in pretty good shape.
16-25	Your CV would benefit from some further work and development.
0-15	A score in this range suggests that your CV is not quite up to the standard expected.

**Don't forget:** Once you are happy with your CV, bring it to the Career Development Centre for a 20 minute quick query so it can be looked at by a careers consultant who may be able to suggest other ways to improve it and make it even better.