**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**

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| **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’. |  |  |

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| **Personal Details** (note: date of birth and marital status are **NOT** 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. |  |  |

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| **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? |  |  |

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| **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? |  |  |

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| **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. |  |  |

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| **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 **bold**) |  |  |
| 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? |  |  |

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| **References** | | **Yes** | **No** |
| 25 | Is a reference section included? |  |  |
| 26 | Does the statement ‘references available on request’ appear? |  |  |

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| **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 **bold**? |  |  |

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| **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. |

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