

CV CHECKLIST

- ☐ Do not write CV or Curriculum Vitae at the top; its function is obvious based on its form.

LAYOUT

- ☐ For the Creative Sector, 1 side A4 preferable; 2 in a stretch and make sure contact details are on both.
- ☐ See [UWE Careers Toolkit](#) for general guidance on CVs, covering letters and to book CV reviews with careers consultants.
- ☐ Use typography (bold, capitals, point size), hierarchy and gentle use of colour to highlight and shape content – and to guide your audience through your content.
- ☐ Allow ample margins and white space; it doesn't need to be standard 2.5 cm on all sides.
- ☐ Use reverse chronological order in each section. Start with most recent accomplishments.
- ☐ Body copy point size ideally should be 9-10pt. Less than that is too small unless part of a sophisticated typographic system.
Your name and details can be in larger point size. Use hierarchy to differentiate headings, subheadings, dates, and locations.
- ☐ Check spelling, commonly misspelt words include: license, liaise, quantitative.
- ☐ If working in InDesign, make sure you spell-check and proofread assiduously; often easier to flow in clean copy from Word.
- ☐ Do not design your CV in Photoshop or Illustrator, that's what InDesign is for.
- ☐ CV templates are tempting, but they're instantly recognisable as templates. You are aiming to be a creative professional, so use this as an opportunity to showcase your capabilities.
- ☐ Do not copy text from sample CVs. People can tell...
- ☐ Wide columns of information, boxes, and tables take up too much space – and make for awkward line length. Two (or more) columns can give structure and 'add' white space.
- ☐ Underlining - other extraneous formatting and page furniture - can make a CV look messy. Apply with consideration and care, if at all.
- ☐ Save as a small PDF (less than .5MB) for easy email/download using file-naming conventions, such as CV_[LastnameFirstname].

CONTENT

PERSONAL/CONTACT DETAILS

- ☐ Do not give a title to this section.
- ☐ Contact details – mobile numbers, appropriate email, site link; may include home addresses.
- ☐ Very personal email addresses look unprofessional.
- ☐ Include first name and surname. Middle names not essential.
- ☐ No need for Mr/Miss/Ms/Mrs
- ☐ Date of birth is optional - and not legally required on job applications. Do not include irrelevant personal details such as gender or marital status.
- ☐ Driving license may be relevant for some roles (production runner, etc.), it's a valuable skill that not everybody possesses.
- ☐ A photograph is not normally needed in a UK CV, unless requested.
- ☐ Nationality not normally required unless you are applying for a job in a country where you are not a national. In these circumstances you may also need to indicate your work permit status.

GENERAL STATEMENT OR OBJECTIVE

- ☐ This is not an essential element, it depends on your situation.
- ☐ If badly written, it can be seriously detrimental to a CV.
- ☐ Keep it short (usually 2 lines/50 words is enough), specific and factual, a couple of sentences to sum you up or to emphasise some key selling points.
- ☐ Do not simply repeat information from another part of your CV. It's the highlights.

EDUCATION

- ☐ *Make sure you have the name of the institution and your course correct!*
Reverse chronology, most recent education first. Start with:
BA(Hons) Course Name, 20xx-present
University of the West of England, Bristol
- ☐ Include dates (month and year), where and title of what you have studied.
Full mailing address unnecessary; see above.
- ☐ Only go back to FE/Foundation, BTEC, or equivalent qualifications such as NVQ or overseas qualifications with subjects and results.
- ☐ Do not separate qualifications from place of study.
- ☐ Other educational achievements, training, short courses, maybe listed here.
- ☐ Do not include your GCSEs or A levels unless relevant or exceptional (if they're especially relevant, you also might reference in your covering letter)

EXPERIENCE

- ☐ Most recent employment/experience first...again, reverse chronology.
- ☐ Include dates (month and year), where you've worked, job title, city;
full address unnecessary.
- ☐ You do not need to explain why you left each job.
- ☐ Avoid large paragraphs of text describing each job. Break up into smaller bullet points, or text blocks. Concentrate on highlighting what is relevant to the opportunity or vacancy and describe it effectively saying what you did and what were the outcomes.
- ☐ You can highlight relevant work in a section on its own.
- ☐ Include any work experience or placement in this section or in its own.
- ☐ Voluntary activities can go here, or in interests, or have their own section.
- ☐ Long lists of similar, non-relevant casual jobs can be grouped together.

SKILLS AND RELEVANT EXPERIENCE

- ☐ Tailor your CV to the requirements of the vacancy, avoid irrelevant content. A CV is a pitch document, not a history. Start by considering what the opportunity requires.
- ☐ Include detailed examples of where you have gained relevant skills through your studies, employment, interests and any other experience.
- ☐ These examples should be based on the competencies sought by the opportunity.
- ☐ These examples should either be included in each relevant section of your CV or brought together in a separate skills section. If you have a separate skills section you should not repeat information from other parts of your CV.
- ☐ Include a skills section, indicate level of competency, list industry specific and/or specialist software, hardware and qualifications e.g. Office (Word, Excel, PowerPoint), Creative Suite (InDesign, Illustrator, Photoshop), HTML, WordPress, Flash, Maya, Avid, FinalCut; include hardware/equipment, if relevant (specify cameras, lights, etc.).
- ☐ Languages, if any, indicate level.

HOBBIES/INTERESTS/ADDITIONAL INFORMATION

- ☐ Try to avoid a simple list of words, such as: Football, Reading, Travelling, Music and Socialising.
- ☐ For each item write a sentence that details and describes what you do and highlights relevant skills and accomplishments gained.
- ☐ Unless very relevant, examples from several years ago are less useful than recent experiences.
- ☐ Include dates and any specific details.

REFEREES

- ☐ You really do not need to include them on your CV, but you may write "References available on request" (but not required, it's assumed).
- ☐ Do have 1-2 referees in mind. You should always gain agreement of referees in advance and let them know they may be contacted and by whom.

GDPR RELEASE (GENERAL DATA PROTECTION REGULATION)

Add a disclaimer in the footer giving consent for your CV to be shared/saved.