Dublin Institute of Technology — Career Development Service CV Checklist

Before putting together your CV make sure you
– Research the role for knowledge, skills and attributes required.
– Reflect on your ability to do the job drawing evidence from academic, work and extra-curricular activities.
– Tailor your CV to requirements of the role —as set out in the job description. For speculative applications use the occupational profiles on www.gradireland.com and www.prospects.ac.uk to help you.
– Understand that there is no 'one way' to write a CV.
– It is more effective to specifically tailor your CV than to send out a generic one for every job.

CV Checklist
The following information is designed as a quick test for you to check your CV.
The checklist is split into the main categories that should be used on your CV.

TITLE   YES   NO
– Your name (NOT the words Curriculum Vitae) is in a bold format at the top of the page.

PERSONAL DETAILS
– Is your address, telephone number and area code included so that you can be contacted easily?
– Is your voicemail activated? Is a professional greeting set-up?
– Is a professional email address included?
– Is your DOB, marital status and nationality omitted? These details are not necessary under equality legislation (unless there are visa implications).
– Do your personal details account for no more than four lines of the page?
– Have you included a web address (if linking to a portfolio)?
– Have you considered making reference to your 'linked-in' profile?

PERSONAL PROFILE (OPTIONAL)
– Is it no longer than 3 sentences?
– Is it short, punchy, strategic, highlighting your current situation, future career or change of career direction?
– Is it tailored to the organisation to which you are applying to?

EDUCATION
– Have you included the official title of your award e.g. BEng, B.A (Hons)?
– Did you include award classification (not essential but include if good?)
– Have you stated your current or most relevant course first?
– Are the start and end dates given for each course you have completed?
– Have you included the full name of each institution attended? Dublin Institute of Technology NOT DIT?
– Did you focus on modules most relevant to the application?
– Have you highlighted and elaborated on projects/case studies/lab skills/computer languages or applications and workshops that may be of interest to the reader?
– Did you include expected degree classification (not essential but include if good)?
– Did you outline aims and outcomes of your main project/dissertation?
– Have you included information regarding time spent abroad e.g. erasmus, study visits, field trips?

EMPLOYMENT   YES   NO

– Do your details start with your most recent or relevant experience?

– Are 'most relevant' and 'other' work experience sections included where appropriate?

– Start and end dates are always given and you have named the company/organisation

– Have you included and highlighted the job title?

– Have you mirrored language detailed in the job specification?

– Have you given a brief summary of your main duties first and responsibilities using
   action words and omitted personal pronouns e.g. "I" and "my" ?

SKILLS PROFILE (OPTIONAL)

– Do the skills outlined in your profile reflect the skills required by the employer?

– Have you backed-up skills with evidence of how they have been developed?

– Have you drawn evidence from college/work and life experiences?

– Have you indicated level of skill in particular areas e.g. "proficient in" and "fluent in"?

INTERESTS/ACHIEVEMENTS

– Is the content as relevant as possible to what the employer is looking for?

– Did you expand on your interests e.g. sport (type of sports you play, member of local club, etc.)?

– Have you included membership of professional bodies, college clubs or societies, positions of
   responsibility, voluntary work, etc.?

REFERENCES

– Have you given two referees names—one academic (recent graduate) and one employment?

– Have you included referees job titles and full contact details?

– Have got permission from referees to provide a reference for this application?

– Have you provided your referees with a copy of your CV and job specification?

FINAL CHECK

– The sections of the CV are arranged in a way that draws attention to the important information.

– Your CV is ideally no more than 2 pages long.

– The font is big enough.

– You have left a blank line between categories.

– You have avoided long paragraphs of text.

– You have supported statements with specific examples.

– You have not used colloquialisms or abbreviations that would confuse the reader.

– You have used phrases throughout that indicate your enthusiasm for the job.

– Someone has proof read it for spelling and grammatical errors.

– Have you checked there are no gaps in your history? If there are gaps be prepared to account
   for them at interview.

– Did you get someone from the Careers Service or a similar role in industry to critique your CV?

– Would you want to read it?

– If printing ensure good quality and neutral paper has been used (120g).

– If emailing your CV strongly consider saving and sending it as a PDF?