

# CV Checklist

Experienced recruiters use 5-7 seconds to decide if your CV is relevant or not. If the information they look for is not visible where they expect to find it, you might be rejected even though you have relevant experience. Use this checklist to avoid some of the most common CV-mistakes.

☐ **Heading of the CV is your name**

You do not need to specify that this is a CV by writing it in capital letters on top of the CV. They know it's a CV. Use your name as heading instead.

☐ **The CV is graphically neat and tidy**

The CV is a proof of how you communicate in writing. If your CV looks bad, it is a proof that you do not care how you communicate to others professionally if you get the job. A tidy CV with clean lines and air gives a better impression than a CV crammed with text.

☐ **Your CV follows the standard setup**

From top to bottom: Personal info, profile summary, work experience and education, other relevant experience, interests. Unless they specify otherwise, you do not need to include references. Ensure you remember email and phone number.

☐ **Dates are on the left side, with month specified**

Most Norwegian recruiters prefer dates on the left side. Include month on dates.

☐ **The newest experience is on top**

Your latest experience is normally most relevant. If you are a student, put education on top of work experience. If you have relevant full-time work experience after studies, experience should come first.

☐ **Profile summary**

Write your profile summary shortly and adapt it to the position you apply for. The goal is to show the recruiter why you are relevant "at a glance", and to draw focus on elements that proves this. Avoid assertions that are not proven in the rest of the CV /application letter.

☐ **Work descriptions**

This is the most important part of your CV. Adjust them so that the employer easily can see what you have done that is relevant for this job. Try to show not only what you have done, but how well. Quantify by numbers if possible, to show relevance.

☐ **Main bulk of the CV is relevant for the job**

Ensure that you spend most space on relevant stuff. Write longer descriptions on the experience that are most relevant, and less about non-relevant experience. If you have long lists of publications or projects that are not relevant for this job, do not list them on the CV.

☐ **Picture**

90% of recruiters and managers prefer CVs with a picture. Use a neutral picture with white background. Smile. Do not cut a picture from a vacation setting.

☐ **Quality Assurance**

Read through the whole CV thoroughly. Do a spellcheck and double check company names and other words that are not in the dictionary. Ideally, have someone else read through the CV.

☐ **Save as PDF**

Send the CV as pdf, not Word. This avoids the risk that a clumsy recruiter introduces spelling errors that are not yours.

