

Category	Poor	Threshold	Good
Style and format	Poorly formatted, difficult to scan, poor typesetting	Acceptable formatting, reader can quickly scan	Beautiful formatting, easy on the eye, well laid out, beautiful typography
Use of verbs	Verbs e.g. "developed", "implemented" are buried deep in long sections of prose making it hard to scan	Verbs are used first to highlight key actions as bullet points	Wide range of verbs used to describe both technical and non-technical skills and knowledge
Education	Key education details missing, e.g. degree title, expected grade, graduation date	Education adequately described focussing on higher education	Education described very well with appropriate (but not too much detail)
Organisation and structure	Little organisation poorly structured	Adequately organised and structured	Clear organisation with each section in reverse chronological order and good structure
Hyperlinking	No links, or links that are hard to follow	Adequate links to give extra context on key projects, experience or activities	Links clearly displayed and appropriate, it is obvious what is being linked to (and why)
Length	Too short (less than one page) too long (more than 2 pages) or even worse somewhere between the two (1.5 pages)	Fits on two pages perfectly, without looking too cramped or having too much whitespace	Fits perfectly on one page. This is what most employers tell us they prefer for graduates)

Header

Header is cluttered with too much personal information (photo, marital status, date of birth, address, multiple emails and phone numbers etc)

Header is OK

Clear header, with just name, email, phone and any relevant links (github, linkedin etc)

Find out more at  
[www.cdyf.me](http://www.cdyf.me)