

Here's a CV checklist...

A general point about CVs. Think through what you put on your CV and ask yourself, could you have an in depth, knowledgeable discussion about everything that's in it? E.g. there is no point casually mentioning that you know SOLID and then getting caught out in an interview.

1. You have 10 seconds to get someone's attention. Your first sentence is the most important. Think of your CV like a newspaper. The most important information that is going to potentially get you an interview or get you a job should be at the top. Don't start with an abridged version of your life story. Start with something like: "I'm a full stack Ruby developer specialising in front end." If you're open minded, just say full stack. But if you know you want to specialise then explain.
2. Does the profile paragraph include, in this order:
 - a. who are you as a developer? E.g. "I am a full stack Ruby developer specialising in front end"
 - b. what can you do?
 - c. what can you offer the employer from day 1? Why should someone consider your application?
 - d. What are you looking for?

It's likely an employer will only read this top section. If you have not made yourself relevant in this first few sentences they won't read on. Explain what your value is. What can you do for an employer now? Start with "I can do the following things for you..." and follow with "I am looking for..." Not the other way around.

3. If we took everyone's profile, removed the names and jumbled them up with your fellow Makers CVs, would we be able to tell which profile was yours just from the detail you provide?
4. Is it free of vague statements? E.g. It says things like: "As a child I was always fascinated by how things work and was always disassembling cars and radios." (rather than, "As a child I was always disassembling things.")
5. When describing skills are they fully supported with evidence? E.g. rather than just saying: "I've always been delivery focused and am good at meeting deadlines." It focuses on a specific example: *"During the development of the multiplayer game Quizzbuzz for our final project at Makers Academy the team frequently commented on how my guidance kept them focussed on our MVP. This focus meant we delivered the MVP in just two days of development, and achieved version 4 two days later which included all the features we had planned for our final presentation."* (This is a great example of STAR technique by the way)
6. Is evidence quantified: how much/how often/for how long did you do the thing.
7. Are the technical abilities embedded in a context? I.e., not in a meaningless list of technologies but they are linked to a project, preferably to Heroku.
8. Are any technical, scientific, analytical, maths, engineering experience or qualifications (including unfinished qualifications) highlighted and given centre stage?
9. Does it highlight achievements enough?

10. Is it representative of the person?

Formatting

11. Does it include a personal profile, a skills section, a list of relevant education, courses, qualifications, work experience?
12. Is it free of typos and grammatical errors? Use something like grammarly plug-in for chrome. Typos and mistakes are sloppy and extremely unavoidable.
13. Do all the links work?
14. Is all relevant work experience and education listed in reverse chronological order?
15. Is it free of esoteric jargon and acronyms?
16. Does it look clean and uncluttered? Does it look easy to read? Is there a bit of white space?
17. Is it uniformly formatted?

What Hiring Partners say about MA developer CVs

I was looking for any of the following (the more I could tick the better):

- Tech / Math / Science background
- Good academic / work experience and / or achievements
- Commercial / independent experience in programming
- A lot of interest in and enthusiasm for technology
- Independently learning a language / framework
- Demonstrate genuine interest in and / or dedication to something (particularly if it is a technical subject)

Talking about [this](#) CV

Love that she runs her own blog. Very strong logical / analytical background. Clearly a leader and organiser, I have confidence that she can deliver technically and also bring a huge amount intellectually to the team. Very excited.

Talking about [this](#) CV

Lots of commits on Github, seems engaged and interested in her work. Blogs about her experiences. Something different and interesting about her background, a real self starter – I got the sense she was in control of this career change and is smart enough to pick and choose what she wants to do in her life.

Talking about [this](#) CV

CTO was very impressed by the range and depth of his GitHub. Again someone who has clearly achieved in his personal life and chosen to move on his own steam. In particular his use of OAuth demonstrates that he's willing to engage and understand real world technical challenges by integrating with other systems, not self contained projects.

If you have any questions or suggestions about how to make this document more helpful please get in touch [@zara_pearson](#)