



CV CHECKLIST

Your handy guide for the most important elements to include in your CV.

LNL CV Checklist	Examples	Yes/No
Order of CV <ul style="list-style-type: none"> • Contact Details • Profile Summary • Work experience • Education • Key achievements 		
Contact Details <ul style="list-style-type: none"> • Email address • Phone number • LinkedIn URL • Address (City and Country) 	<p>JOHN DOE johndoe@hotmail.co.uk 07551234567 https://www.linkedin.com/in/johndoe/ London, United Kingdom</p> <p>#Tip!: For your LinkedIn URL, go to your profile then select 'edit public profile & URL'. There you can edit your LinkedIn URL to just your name</p>	
Profile summary Tell us about yourself! Companies want to know who you are, your current work status and career goals, so try to explain in 2-3 sentences.	<p>Enthusiastic entry-level Business Analyst, skilled in leadership and communication, with a keen interest in data organisation, project management and SaaS solutions. Seeking to apply valuable knowledge gained in an office environment in the {relevant} industry.</p> <p>#Tip!: Think about - What is your current job status? What are your immediate career goals? Is your profile relevant to the job you are applying for? What skills do you want to highlight to the employer? Use the example above as a template and be more descriptive.</p>	
Education What have you studied? Include your most recent and relevant education history, specify the timeline, grades and relevant courses/modules.	<p>University of Dundee BSc Business Management (2.1) September 2018 - June 2021</p> <ul style="list-style-type: none"> • Management and Practice • The functions of Business <p>OR</p> <ul style="list-style-type: none"> • Management and Practice (85%) • The Functions of Business (80%) 	

	<p>#Tip!: When applying for different roles, swap out or highlight the most relevant or highest scoring modules.</p>	
<p>Work Experience</p> <p>Do you have any experience? No worries either way, read further to see how you can tackle both!</p> <p><i>Experience:</i> list in order of most recent and only add descriptions for the relevant roles. When typing descriptions, make sure to include tasks that are relevant to the job you are applying for.</p> <p><i>No experience:</i> have you been a part of any societies, extra curricular activities? These all count and you can list them here! If not; discuss projects or presentations you have carried out at university or school. Describe your research process, the knowledge gained and any transferable skills that apply.</p>	<p>Jun 2021 – September 2021 Business Analyst Intern at Roundtrip Relations</p> <ul style="list-style-type: none"> Collaborated with senior teams to create a faster, more accurate and reliable business system, leading to a 40% reduction in cost of labour <p>OR</p> <p>Sep 2021 - Present Secretary of the Badminton Society at University of Dundee</p> <ul style="list-style-type: none"> Maintained transparency and interest amongst the committee and members. This was done through newsletters and social media content. Carried out successful social media and marketing campaigns which was reaffirmed by 50 new sign-ups. <p>Sep 2020 - Dec 2020 Study of Circular Economy in Transportation at University of Dundee</p> <ul style="list-style-type: none"> Understand guiding principles and values of sustainability and how the circular economy supplements it. Researched and recommended methods of increasing sustainability in the transportation industry and achieved a grade of 85%. <p>#Tip!: Add statistics for what you did to give employers something to draw on or question you about in interviews. #Tip!: A minimum of two bullet points that describe your relevant experience.</p>	
<p>Key Achievements</p> <p><i>Personal Projects/Certifications/Courses/Awards</i></p> <p>Do you run a blog? Did you recently complete a course on a topic of your interest? Were you recognised by</p>	<p>Dec 2021 - Present Member at The Homeless Support</p> <ul style="list-style-type: none"> Participated in frontline work such as going on walks to provide for the homeless. Created location schedules to make sure the help to the homeless was widespread. 	

your University/School for any accomplishments? Tell us about any additional relevant achievements.	<p>Sep 2018 - Jun 2019 Employability Skills Award</p> <ul style="list-style-type: none"> • Attended workshops to improve soft skills. • Completed effective communication tests via presentations and essays. 	
<p>Skills</p> <p>List out relevant skills that relate to your work experience, education and the job you're applying for. Think about any technical, interpersonal, leadership or social skills that you may have.</p>	<ul style="list-style-type: none"> • MS Office (Microsoft Word, Microsoft Excel) • Interpersonal Skills • Technical Skills • Critical Thinking • Meeting Facilitation • Familiar with Core Systems <p>#Tip!: A maximum of 6 skills.</p>	
<p>Extra information</p> <ul style="list-style-type: none"> • Language Proficiency • Driving License • Visa Sponsorship 	<ul style="list-style-type: none"> • English: Native/Bilingual Proficiency • French: Full Working Proficiency • Spanish: Limited Working Proficiency • Full UK Driving License • Tier 4 Visa Holder, requires sponsorship 	
<p>Layout/Grammar</p> <ul style="list-style-type: none"> • Use bullet points wherever you can • Everything should be clear and concise • No longer than 1 page for entry level • Make sure the content is detailed and relevant 		