

CV CHECKLIST: Life Sciences

Below is a checklist to help you check that your CV is ready to go although remember is **MUST** be tailored to each job you apply for. Place a ✓ next to those you have completed. For advice on preparing a CV please refer to the Careers Service CV Booklet, which is available to download via www.strath.ac.uk/careers/apply/yourcv/ or to pick up from the Careers Service. You can book an appointment to have your CV checked via the Careers Service website once you are happy with your final draft. Suggested headings are indicated in the Content section in **BOLD**.

Layout:

- ☐ Are the main sections of your CV clearly laid out – is it easy to see Education, Work Experience etc? Is it easy to read?
- ☐ Does the running order of your CV make sense? (eg if you have relevant science-related experience is that highlighted before your part-time hospitality/customer service jobs?)
- ☐ Are your titles, fonts and styles consistent? (TIP: don't use a font smaller than size 11)
- ☐ Have you double-checked there are no spelling/grammar errors or typos? (TIP: use a UK spell check)

Content:

- ☐ Have you included current **Personal Details**? (Address/phone number/email address)
- ☐ If you have included an **Objective** or a **Personal Profile** does it include anything that differentiates you and is it succinct? (TIP: *this is the only opportunity you have to describe your motivation to work for this particular company in the role you are applying for*)
- ☐ Have you included your **Education**, stating the start date & year of graduation for your degree, using the correct name and stated where you are studying?
- ☐ Have you mentioned key modules/projects and reflected on what you learnt/skills developed?
- ☐ Have you mentioned any academic recognition or awards you have received? (eg Deans List)
- ☐ Have you included your high school or college education and listed your qualifications, with grades? (Advanced Highers/Highers/HND/HNC – no need to include details of Standard grades)
- ☐ Have you highlighted **Science-related Work Experience**? Have you described it in a way that clearly indicates what you have gained from it (eg what you learnt/skills developed as well as what you did)?
- ☐ Have you made the most of your **Other Experience**? Have you described it in a way that reflects what you gained from it and, in particular, highlighting skills that are transferable to the role?
- ☐ Are your **Lab Skills** clearly mentioned in your CV (whether mentioned within Education section or in a separate skills section)? Have you provided evidence to support your claims? (TIP: *Make sure you include all that are mentioned in the job description*)
- ☐ If you have achievements you wish to highlight have you clearly identified these and reflected on what you learnt/skills developed (whether mentioned throughout or in a separate **Achievements** section)? (TIP: *If you have, for example, been awarded Duke of Edinburgh/raised money for charity/been recognised at work for meeting targets consider highlighting these in this section*)

- ☐ Does your **Interests** section give the reader an indication of what you have gained from them or have you merely written a list?
- ☐ Have you included **Additional Information** that is relevant to the post or that would interest your potential employer (eg **Positions of Responsibility**/driving licence/first aid qualifications/additional courses or skills such as IT, languages spoken)?
- ☐ Have you mentioned **References** (even just to say 'References are available on request' – *TIP: get permission from 2 referees to include their details, usually an academic reference and a current/recent employer*)?

Overall Effect:

- ☐ Does your CV look good – is it 'pleasing to the eye'? Would you pick it up from a pile of CVs and start to read it? (*TIP: typically employers spend 7 seconds looking at a CV so effective headings help them to quickly identify whether you are a strong potential candidate*)
- ☐ Have you clearly presented the knowledge, skills and experience you offer that are relevant to the job you are applying for?
- ☐ Would you interview you for this job if all you had were this CV to inform you?

Further useful resources:

Checklist for researching employers:

<https://targetjobs.co.uk/careers-advice/applications-and-cvs/271665-research-employers-essential-preparation-for-graduate-applications>

Employer Information:

www.talentscotland.com/work/companies

Sector information:

Scotland www.talentscotland.com/work/skills/science

UK www.prospects.ac.uk/jobs-and-work-experience/job-sectors/science-and-pharmaceuticals

Occupational Resources (Science) <http://www.strath.ac.uk/careers/occreources/#d.en.139848>

Job roles in Life Sciences:

www.sciencecareerpathways.com/life-science-careers/

<http://careers.abpi.org.uk/case-studies>