

CV Checklist

Use the following to review your CV. Try to get as many “Yes” answers as possible before you have your CV reviewed in the Career Development Centre

	YES?	NO?
Personal details		
Will the employer be able to contact you easily at this address?		
Have you included an email address that you will be checking regularly?		
Is your email address a “professional” one? (e.g. includes your name not a nickname)		
Do your personal details account for no more than one third of a page?		
Is your nationality and work permit situation clearly stated? (international students)		
Education		
Does this section include more than a listing of qualifications and grades? Consider including relevant projects and subjects.		
Is your course title/accreditation correct?		
Have you mentioned expected final year result if in final year? <i>Don't be worried if it looks more ambitious than your 1st and 2nd year results – if it is realistic, put it in</i>		
Have you listed your most recent or important qualifications first?		
Have you listed relevant modules/projects?		
Have you stated the equivalence of any internationally obtained qualifications? (international students)		
Have you mentioned any academic scholarships or awards?		
Work Experience		
Have you included a broad range of experience - What about work in a family business, voluntary work or involvement in university societies?		
Have you included greater detail on more relevant experience?		
Have you given dates, job title, employer name and responsibilities for each job?		
Have you mentioned the nature of the business if that is not obvious from the employer name?		
Have you used positive language – starting job responsibilities with a verb?		
Skills		
If you have listed skills, have you included those outlined in the advert, job specification or employer's promotional material?		
Have you used examples to demonstrate these skills? <i>Remember, evidence can be used from any area of your life including home, academic, work, hobbies, university societies, etc.</i>		

	YES?	NO?
Have you mentioned the skills you have developed on your course and given examples of how you developed them?		
Interests		
Have you given more than just a list of activities? <i>For example , if you like reading, say what kind of books you read</i>		
Have you included only current interests? <i>If you have very few current hobbies and interests expand on these - Never lie about your interests</i>	!	
References		
If you are including referees, have you asked them for their permission and explained what sort of opportunities you are applying for?		
Have you checked to ensure contact details of referees are correct?		
Is it obvious how your referees know you? <i>Even if a work referee has moved jobs, include for example "former manger in." to explain the connection</i>		
General		
Has your CV been thoroughly checked for spelling, grammar and correct use of language?		
Does it follow a consistent layout? e.g all key sessions in the same font size etc		
Is the most relevant information given priority on the page / the most space?		
Do your section headings clearly reflect what information the sections contain?		
Have you checked that there are no gaps in your history?		
Is it clear to read, and fonts consistent and not too small?		
Does it fit on to two pages without looking crowded?		
Have you checked that you have not split a section over two pages? (e.g. ensured that section headings do not appear at the end of the page with the content related to it on the next page?)		
Is information presented in bullet points rather than long sentences?		
Have you limited the use of personal pronouns? E.g "I", "me, " my"		