CV checklist

The following information is designed as a quick test for you to check your CV. The checklist questions are split into the main categories that should be included in your CV. Why not print off this page and check it against a draft copy of your CV?

Personal details

- Does this include your address, phone number and email address?
- Will the employer be able to contact you easily using these details?

Education

- Does this section include your schools/colleges, qualifications and grades?
- Have you listed your most recent or important qualifications first?
- Is there a team project that you could discuss?
- Have you included any awards that would show relevant or important skills?

Work Experience

- Have you included the dates, name of employer and your job title for each experience included?
- Have you included a broad range of relevant experience? What about voluntary work or involvement in clubs, sport teams or other groups outside of school?
- Have you included what you were required to do and the skills this gave you?

Skills

- Have you included the skills outlined in the advert or job specification?
- Have you used examples to demonstrate these skills? Remember, evidence can be used from any area of your life including home, school, work, hobbies, clubs, etc.

Interests

- Can you use this section to demonstrate examples of skills and competencies that the employer is looking for?
- Have you concentrated on a few key interests rather than giving a long list?

References

- Have you asked any referees for permission to include their contact details?
- If you have run out of space you may want to add the line: 'The names and addresses of referees can be supplied on request'.

General

- Has your CV been thoroughly checked for spelling and grammar?
- Is it clear to read, and fonts are consistent and not too small?
- Is the most relevant information given priority/the most space?
- Do your section headings clearly reflect what information the sections contain?
- Does it fit on to two pages without looking crowded? Have you checked that you have not split a section over two pages?
- Would **you** want to read it?

Remember: your CV may only be scan read by a busy employer. This could be for just 20 seconds - would you be impressed?