



CV Checklist

Checked	
	<u>Your Name</u>
	Bold and larger font at top of page
	<u>Contact Details</u>
	Accurate and up-to-date, minimum mobile number and professional email and voicemail
	Easy to find; ideally at top of page, or to the side if using a one-page template
	<u>Personal Statement</u>
	Brief 3 sentences maximum i.e. brief intro, outline key value and career objective
	Aim to be specific, don't just list values or skills
	<u>Skills and Strengths</u>
	Bullet point your top skills suggest 6 max
	Give a brief example dependent on space or highlight the benefit?
	Relate back to the Job Description what is most important to the employer?
	Include something unique that will set you apart from other applicants
	If you lack work experience we recommend a skills-based CV; book an appointment with us for help
	<u>Work Experience</u>
	Put most recent and relevant work experience first
	Job title should be easily identifiable
	List full company name and location
	Dates are either to the right or underneath company name on the left
	Give approx. 3-5 bullet points of general skills performed or a single sentence to summarise
	Highlight any achievements, recognitions or improvements you were a part of
	Minimise repeating same skills/tasks for different jobs, aim to add info that highlights your versatility
	If you lack work experience we recommend a skills-based CV; book an appointment with us for help
	<u>Education</u>
	Put most recent or relevant qualifications first
	Use the full qualification name as listed on your certificate
	Use the full name of the Institute, do not use any acronyms or abbreviations
	Include Location of where you studied
	Dates should either be on the right hand side or underneath the institutes name on the left
	Include any awards or scholarships you received
	List any short courses, certificates or professional development that are relevant
	<u>Interests (Optional)</u>
	Include a couple of interests, think about how they could show skills to an employer
	Don't make up interests as employer's can use these as a conversation starters
	<u>Referees</u>
	Ideally include two reliable referees, who can best represent you and have agreed to be contacted
	You may include your tutor if the job is relevant to your qualification
	You may write "Referees available on request" in some circumstances
	<u>General</u>
	Have you had a friend proof read your CV?
	No unnecessary information e.g. (gender, age, nationality, marital status, visa)
	Have you repeated any words, can you use this space to highlight other skills?
	Has this been tweaked to align with the Job Description
	Does it have a consistent layout? Maximum of 2 different fonts, sizing, margins?



Your CV is about **COMMUNICATING VALUE**.

Its main function is to **get an employer's attention** and give a strong professional insight into **who you are**. If you aim to ensure everything you include in your CV is about promoting how much value you can offer an employer and their company, you will have much higher chance of success.

THE CV WRITING **PROCESS**

There is a **process** to writing a strong CV, and it is a **process** itself. This means its content should be updated often to make sure you are recording any new skills or experience you acquire as you move through your career or study, to help keep track of your achievements.

It also means it requires patience! A good CV grows as you do, and once you understand how to build yours properly, you'll find it much easier to revise yours for any future career opportunities.

P ERSONAL STATEMENT	Be clear and concise about what you want, and what you can offer. 2-3 strong, confident sentences says a lot without rambling.
R ESEARCH	No matter the job, always study up on the company or industry you are considering. It can give you more ideas and show you're serious.
O VERVIEW	If you can't say it in one or two pages, you're probably trying to say too much. Make it clear and relevant for your potential employer
C ONNECTION	Think about the type of people you expect to read your CV, and tailor it by aiming to connect with them. Make sure you also connect with the words you choose to describe yourself.
E XAMPLES	Giving short, specific examples of how you demonstrate the skills you list is stronger than picking common words at random.
S KILLS & STRENGTHS	If you feel you lack sufficient experience for the role, write confidently about the skills and strengths you offer instead.
S ELL YOURSELF!	The purpose of a CV is to make an impact, and you only have 6 seconds to do so. Being cocky and confident are not the same things; using facts and personal experience keeps it genuine.