

CV Checklist

CV Structure and Content	✓
Name <ul style="list-style-type: none"> • Big, bold and centred – no need to write CV as the title 	
Personal Details <ul style="list-style-type: none"> • Address, Phone Number, Email address, LinkedIn URL 	
<ul style="list-style-type: none"> • DO NOT INCLUDE: Date of birth, marital status, National Insurance number, gender, photograph 	
<ul style="list-style-type: none"> • Points to consider: Is your email 'professional' (i.e. not a nickname) and do you check this regularly? Do your personal details account for no more than one third of a page? 	
Personal Profile <ul style="list-style-type: none"> • Short section (3-4 Lines) summing up who you are, what your career objectives are, and your strengths & USPs. 	
<ul style="list-style-type: none"> • Needs to be targeted to the job/employer and well written 	
<ul style="list-style-type: none"> • You can see example here (include hyperlink) 	
Education <ul style="list-style-type: none"> • Add qualifications starting with most recent working back chronologically (usually to GCSEs) 	
<ul style="list-style-type: none"> • Include dates, names of qualifications & name of institute studied. 	
<ul style="list-style-type: none"> • Include Degree currently studying even if you have not graduated 	
<ul style="list-style-type: none"> • You can list overall grades, relevant modules, key projects/dissertation 	
<ul style="list-style-type: none"> • Finalists should include their expected degree classification (be realistic!) 	
<ul style="list-style-type: none"> • Others should include their average mark to date 	
<ul style="list-style-type: none"> • It is fine to shorten GCSEs and not include all subject titles (e.g. GCSEs x 10 including English & Maths, Grades A-C) 	
Work Experience/Employment History <ul style="list-style-type: none"> • Add relevant part time jobs/voluntary work/internships/placements 	
<ul style="list-style-type: none"> • Include, dates (to & from), Name of Organisation, Job Title 	
<ul style="list-style-type: none"> • Usually in chronological order 	
<ul style="list-style-type: none"> • Include key responsibilities in bullet form, incorporate key skills demonstrated and highlight any key achievements/accomplishments 	
<ul style="list-style-type: none"> • Include greater detail on more relevant experience 	
Skills Profile <ul style="list-style-type: none"> • Include key skills a subheadings and examples of how you demonstrate these skills (examples may come from work experience, home life, university projects/assignments, technical skills/subject specific knowledge gained from your course, extra-curricular activities, hobbies, volunteering, EDGE activities, University societies etc.) 	
<ul style="list-style-type: none"> • Examples of Skills might include Teamwork, Communication, Computing, Leadership, Problem Solving 	
<ul style="list-style-type: none"> • Base the skills you include here on those that the employer is looking for in the job description/person specification 	

<p>Awards & Achievements (Optional)</p> <ul style="list-style-type: none"> • Chance for you to showcase any awards or achievements (e.g. Academic Awards, EDGE Award etc) 	
<p>Interests</p> <ul style="list-style-type: none"> • Interest & hobbies section can be useful, particularly if they are relevant to the role or demonstrate transferable skills (e.g. blogging, programming, sports teams) 	
<p>References</p> <ul style="list-style-type: none"> • Include two referees, include their name, job title, email & phone number. One should be academic, the other work (where possible) 	
<p>Language</p>	
<p>Tense</p> <ul style="list-style-type: none"> • Avoid using 'I' and use past tense 	
<p>Bullet Points</p> <ul style="list-style-type: none"> • Begin points with high impact action words i.e. Created, Achieved, Implemented etc. 	
<p>Terminology</p> <ul style="list-style-type: none"> • Use technical or industry terminology where appropriate. Avoid acronyms, if using write in full the first time and the acronym should follow in brackets. 	
<p>Concise</p> <ul style="list-style-type: none"> • Have you been concise and specific when articulating your skills and experience? 	
<p>Presentation</p>	
<p>Font</p> <ul style="list-style-type: none"> • Use a modern easy to read font such as Arial, Tahoma, Calibri, Verdana, at least font size 11. Avoid underlining, boldening and italics in the body of the text 	
<p>Headings</p> <ul style="list-style-type: none"> • Bolden and use a slightly bigger font size rather than underline 	
<p>Margins & Spacing</p> <ul style="list-style-type: none"> • How does your CV look visually? (not too dense, good use of space) 	
<p>Consistency</p> <ul style="list-style-type: none"> • Does your CV look professional with a consistent style/layout throughout? E.g. font, size of text, layout of sections, use of boldening etc. 	
<p>Review & Evaluation</p>	
<ul style="list-style-type: none"> • Have you checked your CV thoroughly for spelling mistakes, correct grammar and typos? 	
<ul style="list-style-type: none"> • Ensure your CV is no longer than 2 pages long 	
<ul style="list-style-type: none"> • Is your CV clear, easy to read and professional looking? 	
<ul style="list-style-type: none"> • Have you tailored the CV to fit the key criteria the employer is looking for? 	
<ul style="list-style-type: none"> • Have you ran your CV through VMock for feedback? 	
<ul style="list-style-type: none"> • If you are emailing your CV ensure to save it as a PDF so formatting does not change 	