CV Checklist

Preparation Checklist:

☐ Understand that it is a process of exclusion (looking to reduce number of CVs from 100s to a handful)

☐ Understand that the employer is looking to minimise risk (help them), make your CV clear and exclude anything that requires interpretation (raises a question)

☐ Understand it is reflection of you (make it as pretty as possible, this is date night)

☐ Google CV for _____ industry (Also perfect CV for example templates)

☐ Other_____

Example Sections (Add or remove according to preference and industry practices):

☐ Simple contact details (Our preference is name, phone number and email, anything more and it's just extra to read before getting to relevant stuff)

☐ Overview/profile (Give the context, use some strong emotive language if suitable, easiest place to give appearance that this CV is specific for this role.)

☐ Work experience (Volunteer, community included, make it as relevant as possible. Write about your achievements rather than a description of the role)

☐ Education (Relevant as possible)

☐ Academic Achievements (Bias towards the recent and more relevant)

☐ Other_____

Review Checklist:

☐ Understandable (doesn't use unfamiliar or quirky jargon)

☐ Buzzword bingo (aligns with the requirements of the role, answer their questions)

☐ Specific for this role (at least appear specific)

☐ Easy to read (Not too wordy, bullets)

☐ 2 pages or less (assume people only read first couple of paragraphs, so lead with most relevant sections – Education? Experience?)

☐ Formatting is consistent (find your mate or 3 who are OCD about these things)

☐ No spelling mistakes or txt speak

☐ Email account is suitable (not g332f99@youruniversity.com or bigdaddy@hotmal.com)

☐ Nothing absurd was done, just to comply with this checklist

☐ Review by at least 5 or more people (If you ask someone and they just send you theirs, we tend to thank them and not use it, your CV should be a reflection of you and that is them just being lazy, unless they are pointing to something specific)

☐ Other_____

☐ Other_____