

Employment CV Checklist

GENERAL POINTS	Yes	No
Have you decided which CV-style best suits you? (Chronological – focusing on work experience, and skills-based – focusing on skills gained in work, academia, volunteering and other)		
At arm's length, does the information look well organised, with headings that stand out?		
Is this either one full page or two full pages, printed separately (not double sided)		
Is the font used consistent throughout? (equiv. to Arial 10-12; avoiding Times New Roman)		
Is the layout balanced? (E.g. even line spacing, even distribution of text, even margins)		
Have you had your CV proof-read, checking for spelling, punctuation and grammar?		
Is the information given in reverse chronological order throughout?		
Have you avoided long paragraphs of text?		
Are phrases/sentences clear, concise, with good use of action verbs (e.g. organised, demonstrated, communicated, produced, handled) and bullet points?		
PERSONAL INFORMATION	Yes	No
Is your name (not the words 'Curriculum Vitae') in bold format at the top of the page?		
Have you given one reliable address, one telephone number, and your formal email?		
EDUCATION AND QUALIFICATIONS	Yes	No
Are the details of your education listed with your degree first, and then working backwards?		
Have you listed specific modules that are most relevant to your application? (You can add grade percentages if you've done particularly well!)		
Have you included any individual and/or group projects, or special reports/dissertation?		
Are your A-levels with grades listed, with your GCSEs summarised (number passed with A* etc)? Please note spelling of GCSEs (no apostrophe)		
Have you given an indication of the grading system of any non-UK qualifications?		
WORK EXPERIENCE	Yes	No
Have you used the most advantageous headings to make relevant experience stand out clearly? (e.g. Work Experience then Volunteer Experience, or Professional Experience then Other Experience)		
Does the section start with your most recent work experience and works back in time?		
Is it clear what you did in your work experience? (explained in your first bullet)		
Is it clear what type of business you worked in? (e.g. FatFace – fashion retailer)		
Have you highlighted your (relevant) achievements using succinct bullets? Remember to give a brief description, reflecting on what you did, the skills you applied and how. Consider using the CAR (context, action, result) or STAR (situation, task, action, result) model to articulate your point and demonstrate how this fits in with the role.		
Are your skills in context of the tasks, in-line with the organisation's or sector requirements?		
Have you used the full line space available? (Avoid short phrases, e.g. operated till)		
ADDITIONAL SKILLS	Yes	No
Have you focused on both hard and soft skills? (Languages, IT, driving licence, specific training, as well as teamwork, leadership, organisational skills)		
Have you indicated the level of fluency in your languages, if applicable?		
Have you indicated level of your IT skills, especially Microsoft Excel, P-Point and Word?		
Have you included social media platforms you can use (for marketing and related roles)?		
INTERESTS AND ACHIEVEMENTS	Yes	No
Are interests expressed in more detail than just a list (making them more meaningful), including achievements/level of involvement and some of the skills you have used in this context?		
Have you considered organising information under sub-headings, for ease of reading? (Sports, travel, volunteering, etc.)?		
REFERENCES (NOT A HEADING)	Yes	No
Have you ended your CV with 'References available upon/on request'?		

Please remember that your CV is a list of key information to date. Keep opinions, interpretations, explanations and any future plans for your cover letter. It's a good idea to double-check that there are no empty pages at the bottom of your CV and then save a copy as a PDF document so that your formatting remains in place.