

ACTIVITY 10 YOUR CV CHECKLIST

This activity can also be found on page 162 of *You're Hired! Standout CVs*, written by Corinne Mills and published by Trotman in 2023.

Use the following checklist to make sure that your CV has all the right ingredients for a standout CV.

CV CHECKLIST

Tick when checked	✓
All factual information is accurate.	
Contact details, including location, are included, with fully functioning email and voicemail.	
Career profile uses an appropriate job title, content and keywords for the roles applied for.	
Career work experience shows relevant, achievement-related information.	
All relevant qualifications, including training, are listed.	
First half-page includes relevant skills and experience for target role.	
Gives examples that show your skills and positive personal qualities.	
Keywords are used both early on and throughout, along with positive action words.	
Presentation of CV is impeccable, including spelling and grammar.	
Format of CV will work with recruitment software if uploading it to site.	
No more than two pages.	
Ask others for feedback to check error-free and giving the right impression.	
Use a covering email with your CV if applying for specific roles.	