

CV Checklist

Is your CV fit for purpose? Use this checklist before sending your CV to an employer:

- ☐ Is the most relevant information on page 1?
- ☐ Is the most space allocated to the most relevant information for the role?
- ☐ Does your personal profile highlight:
 - a) your current situation?
 - b) your key strengths/experience for the role?
 - c) the type of role you are seeking?
- ☐ Are the skills you have highlighted specific to the job?
- ☐ Have you provided examples to evidence your skills?
- ☐ Does your experience focus on what you did (actions) and the results (impact)?
- ☐ Does each section show why you are right for this specific job?
- ☐ Does your CV have a clear structure & consistent format?
- ☐ Is your CV 2 pages or less?
- ☐ Have you proofread your CV for clarity, formatting, spelling, punctuation and grammar and asked someone to provide an additional review?

Further information

<https://studentservices.on.worc.ac.uk/careers-employability/resources-careers/>

For advice or feedback on your CV please book a careers appointment at: <https://worchester.targetconnect.net>

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