

CV Checklist

Below is myfirstcv.coms' unique CV checklist. If you tick all the boxes you're well on your way to producing a high quality CV. If not, then below are a few steps you could try.

Feel free to print the checklist if it makes it easier. I have included a scoring guide at the bottom so you can see if your CV meets the required standard.

Content

Tick

Personal details

Have you put your name in big, bold writing and 18 points at the top so that you can be contacted easily?	<input type="checkbox"/>
Have you included your current address with an up to date landline or mobile number?	<input type="checkbox"/>
Is your email address professional and business like (not psycho_moj@hotmail.com)? Employers use email as their preferred method of contact with potential candidates.	<input type="checkbox"/>

Personal Profile (Optional)

Is it no longer than 5-7 lines?	<input type="checkbox"/>
Does it contain a few lines about your personal attributes/skills/experience which make you suitable for the role?	<input type="checkbox"/>
Is it short & catchy and contain a sentence about the type of work you are looking for?	<input type="checkbox"/>

Skills

Is there any evidence of languages (e.g. Spanish, Italian, conversational Arabic) or IT skills (e.g. basic knowledge of Microsoft packages including Word, Excel, PowerPoint) that you have? Do you hold a full clean driving license and if you do, have you included this?	<input type="checkbox"/>
Do the relevant skills, interests and personal attributes you have outlined reflect the skills required by the employer (e.g. good communication and leadership skills)?	<input type="checkbox"/>

Achievements

Have you included a few relevant achievements or accomplishments that relate to the job you are applying for? Any achievement big or small is worth including particularly if shows you in a positive light (e.g. awards won, promotions or qualifications gained).	<input type="checkbox"/>
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Work Experience

Does your work history tell the employer at a quick glance where you worked (company name), when you worked (start and end date) and your job title?	<input type="checkbox"/>
Does your work history start with most recent experience first and work back?	<input type="checkbox"/>
Have you described key tasks and achievements in each role highlighting the skills you gained from each experience (e.g. communication, IT or written skills)?	<input type="checkbox"/>

Education

Does the education & training section of your CV include academic results, degrees, diplomas & certificates, professional qualifications and work & vocational training?	<input type="checkbox"/>
Does your education section start with your current course first and then work back?	<input type="checkbox"/>
Have you included the name of each institution you attended, the start and end date and full title of the course you completed?	<input type="checkbox"/>
Have you included details of any relevant modules or a project/dissertation that you are doing which might be relevant to the role that you are applying for?	<input type="checkbox"/>
Have you taken out irrelevant or outdated qualifications from your CV's education section like a complete list of your GCSE's even though you have been educated to Masters or PhD level?	<input type="checkbox"/>

Hobbies & Interests

Have you included a wide range of hobbies and interests (e.g. holidays, membership of societies or sports teams you play for)? Including a few relevant past times will give the employer a more rounded view of who you are and how you will fit into your new role.	<input type="checkbox"/>
Are your hobbies and interests a mixture of physical, mental and social activities (e.g. football, chess, travelling) that the employer is looking for?	<input type="checkbox"/>
Have you explained each hobby in sentences rather than describing them in one word?	<input type="checkbox"/>

References

Have you thought about whether or not to include referee's on your CV? Simply stating 'References available on request' is sufficient.	<input type="checkbox"/>
If you do include referees, they should be two people who know you well and have worked with you in some capacity. One of the referees should be your current or previous employer. The second referee should be any person who knows you well (e.g. manager, supervisor, teacher, tutor, lecturer, coach etc)	<input type="checkbox"/>
Have you included your referee's name, job title, address, email and telephone number?	<input type="checkbox"/>

Layout/Structure

Is the whole CV a maximum of two pages in length? If you're a Post Graduate it might be longer but a standard CV should be no longer than two pages.	<input type="checkbox"/>
Are the margins adequate? You can set the margins to either normal or moderate depending on how much information you have on the CV. Is everything neatly aligned?	<input type="checkbox"/>
Is the CV simple, clear and concise? Is there sufficient white space so it's easy on the eye and not too cramped?	<input type="checkbox"/>
Have you checked to see that the most relevant information is on the first page (upper middle part of the CV)?	<input type="checkbox"/>
Is the whole CV logically ordered? Does it contain the following sections; Personal details, Personal Profile, Skills, Achievements, Education & Qualifications, Work Experience, Hobbies & Interests and References.	<input type="checkbox"/>

Style

Have you included bullets for lists and are these proper bullets (circles or squares) and not asterisks or dashes?	<input type="checkbox"/>
Have you used no more than two types of font styles and are these font styles clear and simple not decorative or fancy? Times New Roman & Ariel standard are the most popular.	<input type="checkbox"/>
Have you used bold & italic typefaces for headings and important information?	<input type="checkbox"/>
Are you using 10-12 points for normal text and larger font sizes for subheadings (e.g. education, key skills, work history etc)?	<input type="checkbox"/>

Spelling & Grammar

Have you checked the CV for bad spelling, poor grammar and typing errors?	<input type="checkbox"/>
Have you used a spell checker? Make sure the spell checker is set to English (United Kingdom).	<input type="checkbox"/>
Have you used capital letters accordingly? For example for names of people and places?	<input type="checkbox"/>
Have you had the CV proof read by a friend, family member or a work colleague? You can never be too careful so read it over and over again until you're completely satisfied.	<input type="checkbox"/>

Scoring guide

26-36	You have a high quality CV that meets the required standard.
13-25	Your CV is almost there but it could do with some further work.
0-12	Your CV might need a significant amount of work as it does not meet the standard expected. Back to the drawing board I'm afraid.