

# CV Checklist

	YES	NO
<b>LAYOUT/PRESENTATION</b>		
Is the CV professionally presented? Have you checked (and double-checked) that there are no spelling and grammatical errors on your CV?		
Is the CV limited to 2 sides of A4 in length? Is it easy to read and broken up into appropriate sections and paragraphs/bullet points?		
Are the font style and size appropriate?		

<b>STRUCTURE</b>		
Is the type of CV (chronological, hybrid, skills-based) appropriate for the role?		
Is information presented in the most appropriate order, i.e. key information on first page?		

<b>CONTENT</b>		
Is the CV appropriately tailored to the specific role, i.e. have you evidenced the required skills, knowledge, experience? Have you studied the person specification for the job which you are applying for, and reflected the relevant skills in your CV?		
Does your CV include specific examples of your skills and demonstrate your passion for the sector you wish to enter?		
Does your education section highlight relevant content (e.g. modules studied, knowledge gained and practical projects) from your degree?		
Have you provided a clear overview of relevant work experience where appropriate?		
Have you highlighted your achievements and any relevant interests?		
Have you included details of referees? Normally you would list one who can give you an employment reference and someone who can give you an academic one (usually your personal tutor).		