

## Guidance & Employability Team (GET) | Step-by-Step CV Checklist

The following checklist is designed for student use **ideally** before attending a GET Drop-In or CV Workshop. Since basic corrections and amendments may be identified beforehand by the student themselves, the checklist aims to help students benefit from more in-depth advice when they eventually speak to a member of GET.

1. Referring to your most recent version of a CV, start at the top of the checklist and answer each question systematically. Tick the appropriate box, and remember to be honest with your response.
2. Read through the [GET CVs and Cover Letters Short Guide](#); to understand how to change a 'No' into a 'Yes' for each section
3. Make any necessary changes or amendments to your CV
4. When ready, bring your updated CV and completed CV Checklist to the next available Drop-In for more specific advice on how to **further improve** your CV.

### CV Checklist

	YES	NO
<b>Contact Details</b>		
• Is your name the first item on the CV? Is it in this format: Name, Surname?	<input type="checkbox"/>	<input type="checkbox"/>
• Is your home address after your name?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the term date included if you are living away from home or an international student?	<input type="checkbox"/>	<input type="checkbox"/>
• Is your correct telephone and mobile number included?	<input type="checkbox"/>	<input type="checkbox"/>
• Is your email included after your telephone number?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Statement (or Summary, Aim, Objectives, Profile etc)</b>		
• Is there a short paragraph for your personal statement where the employer establishes your strengths and aspirations for the vacancy?	<input type="checkbox"/>	<input type="checkbox"/>
• Is your short paragraph no more than three to four lines?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education</b>		
• In your education section, Have you included your education in a chronological order with the most recent one first?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you included your grades for all qualifications (including GCSEs and A-levels)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Experience</b>		
• Have you mentioned your up-to-date work experience?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you included the position which you held? (e.g. sales assistant)	<input type="checkbox"/>	<input type="checkbox"/>
• Have you stated the dates and your main responsibilities/tasks?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you mentioned the skills that you have gained?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Skills and Achievements</b>		
• Have you included any languages which you know and at what proficiency? (e.g. beginner, Intermediate, advanced, fluent, mother tongue)	<input type="checkbox"/>	<input type="checkbox"/>
• Have you included your IT skills? (e.g. Microsoft Office, Java, HTML)	<input type="checkbox"/>	<input type="checkbox"/>
• Have you stated any other relevant skills to the job you are applying for?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you included any community work/extracurricular activity/positions of responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interests and Hobbies</b>		
• Have you stated any current interests and hobbies to show that you are a well-rounded individual?	<input type="checkbox"/>	<input type="checkbox"/>
<b>References (not obligatory)</b>		
• Have you included the name and contact details of two referees? (One academic/one work experience)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Format and Style of CV</b>		
• Does your CV fit on two pages maximum?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you used a professional font and size 10-12 point? (e.g. Arial, Times New Roman)	<input type="checkbox"/>	<input type="checkbox"/>
• Is all your information under subheadings (i.e. no excessively long paragraphs)?	<input type="checkbox"/>	<input type="checkbox"/>
• Is your CV neatly aligned? (Using the tab button or table inserted into Word, instead of the space bar)	<input type="checkbox"/>	<input type="checkbox"/>