|  |  |  |
| --- | --- | --- |
| **GENERAL POINTS** | **Yes** | **No** |
| Have you decided which CV-style best suits you? (e.g., Chronological – focusing on work experience; or Skills-based – focusing on skills gained in work, academia, volunteering etc) |  |  |
| At arm’s length, does the information look well organised, with headings that stand out? |  |  |
| Is your CV a maximum of two pages long? |  |  |
| Have you avoided including the following within your CV: a photo of yourself, your date of birth, your marital status, your national insurance number? (This is not common practice in UK) |  |  |
| Is the font used consistent throughout? (e.g., Arial, Calibri or equivalent, size 10-12pt) |  |  |
| Is the layout balanced? (e.g., even line spacing, even distribution of text, even margins) |  |  |
| Have you proof-read your CV, checking for spelling, punctuation, and grammar? |  |  |
| Is the information given in reverse chronological order throughout? (e.g., most recent first) |  |  |
| Have you avoided long paragraphs of text? |  |  |
| Are phrases/sentences clear and concise, with good use of action verbs (e.g., organised, demonstrated, communicated, produced, handled) and use of bullet points? |  |  |
| **PERSONAL INFORMATION** | **Yes** | **No** |
| Is your name in bold format at the top of the page? (e.g., avoid using ‘Curriculum Vitae’) |  |  |
| Have you given **one** reliable address, **one** telephone number, and a professional email? |  |  |
| *Optional*: Have you included a short, three to five-line personal profile, introducing your professional identity, up to three relevant skills or competencies, and your current aim or goal? |  |  |
| **EDUCATION AND QUALIFICATIONS** | **Yes** | **No** |
| Are the details of your education listed with your degree first, and then working backwards? |  |  |
| Have you listed specific modules that are most relevant to your application? |  |  |
| Have you included any individual and/or group projects, or special reports/dissertation? |  |  |
| Are your A-levels with grades listed, with your GCSEs summarised (e.g., ‘10 GCSEs (A-C) including Maths, English and Science’)? Please note spelling of GCSEs (no apostrophe) |  |  |
| Have you given an indication of the grading system of any non-UK qualifications? |  |  |
| **WORK EXPERIENCE** | **Yes** | **No** |
| Have you used the most advantageous headings to make relevant experience stand out clearly? (e.g., ‘Work Experience’ and ‘Volunteer Experience’; or ‘Professional Experience’ and ‘Other Experience’) |  |  |
| Are your sections in reverse chronological order, with your most recent work experience first and working backwards in time? |  |  |
| Is it clear what your responsibilities were during each work experience, along with the skills you can demonstrate and the impact that you achieved within the role? |  |  |
| Have you considered the ways in which you could evidence the skills and competencies that are required for the role that you’re currently applying for, within your bullet points? |  |  |
| Have you avoided short phrases and used the full line space available? (e.g., ‘Operated the till’) |  |  |
| **ADDITIONAL SKILLS** | **Yes** | **No** |
| Have you focused on both hard **and** soft skills? (e.g., languages, IT, driving licence, specific training, **as well as** teamwork, leadership, organisational skills) |  |  |
| Have you indicated the level of fluency in your languages, if applicable? |  |  |
| Have you indicated level of your IT skills, especially Microsoft Excel, PowerPoint, and Word? |  |  |
| Have you included details of any relevant programmes or platforms you are able to use? |  |  |
| **INTERESTS AND ACHIEVEMENTS** | **Yes** | **No** |
| Are interests expressed in more detail than just a list (making them more meaningful), including achievements/level of involvement and some of the skills you have used in this context? |  |  |
| **REFERENCES** | **Yes** | **No** |
| Have you ended your CV with ‘References available upon/on request’? |  |  |

Remember, your CV should be tailored towards the sector or industry that you are currently applying to, and it is recommended that you keep your CV up to date. In contrast, any cover letters or supporting statements should be tailored specifically to the points within person specification for each role. It’s a good idea to double-check that there are no empty pages at the bottom of your CV and then save a copy as a PDF document so that your formatting remains in place.