

# CV Checklist

<b>Presentation and layout</b>	<b>Yes/No</b>	<b>Comments</b>
Presented on clean white or cream A4 paper.		
Clear and very easy to read in a standard font such as Arial or Calibri and no smaller than font size 11 or 12.		
The overall appearance looks very professional: each section has a clear heading and each section follows the same format eg dates are in the same place throughout.		
The overall appearance looks visually appealing. There are spaces inserted between sections and the information is not too cramped.		
The length is no more than two pages.		
Name and address with contact telephone and suitable email details are at the top.		
Information has been organised appropriately into either paragraphs or bulleted points with sub-headings.		
The order of each section (eg Work History, Education, Training) is organised in a way that best fits the CV writer's current situation and career goals.		
<b>Spelling, punctuation and language</b>	<b>Yes/No</b>	<b>Comments</b>
All words are spelt correctly and correct punctuation used.		
The language used is formal and suitable for the purpose. Buzzwords and jargon have been avoided.		
Positive action verbs have been used eg organised, initiated, developed, led, coordinated, managed.		
<b>Personal profile</b>	<b>Yes/No</b>	<b>Comments</b>
The Personal Profile is concise (no more than 50 words) and summarises marketable skills, qualities and achievements that are tailored to a specific job or sector.		
The Personal Profile outlines future career plans.		

Experience	Yes/No	Comments
Employment (or voluntary work) history is listed chronologically starting with the present or most recent.		
Employment history (or voluntary work) states Job role held, dates worked and organisation/employer name.		
The nature of the company/business/organisation is clear.		
Employment history states main duties, responsibilities and achievements for the most recent job roles.		
Description of duties and responsibilities provide evidence of key employability skills that are transferable eg team working, communication skills, problem solving, customer service, computer skills.		
Technical or job specific knowledge is mentioned where appropriate.		
Education, training and qualifications	Yes/No	Comments
Education and training is listed chronologically starting with the present or most recent.		
Education and training specifies full name of qualifications achieved, dates and institution eg name of school, college, training provider, university.		
University modules, projects or dissertations that are relevant to the application are mentioned.		
Expected exam results (if good!) are mentioned.		
Additional information	Yes/No	Comments
Hobbies and interests are only listed if relevant to the workplace and demonstrate employability skills.		
References are mentioned at the end. These are listed or stated as 'available upon request'.		

### Sources of support

- The University of Cumbria Careers and Employability Service is here to support you during your studies and for up to three years after you complete your course – [www.cumbria.ac.uk/careers](http://www.cumbria.ac.uk/careers).
- Email [careers@cumbria.ac.uk](mailto:careers@cumbria.ac.uk) for application advice, feedback on your supporting statement, to book an appointment or to book a mock interview.

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