



The Essential CV Checklist

Your CV has to be like a sales brochure – interesting to read and make the recruiter want to know more about you.

Little things can put recruiters off, spelling errors, bad grammar, poor layout etc., so before you send your CV out, go through the CV Checklist below to ensure that yours is tip-top 😊

	<input checked="" type="checkbox"/>
Your CV is NO MORE than 2 pages long, in total	
It contains a contact number and a sensible email address that gives a professional image. Not like this! fluffykitten69@xx.com	
Your Profile is written in 3 rd person (i.e. no use of the word 'I')	
It is clear from the Profile what you do! (Don't just write a generic paragraph that could be applied to the masses)	
Your career history lists your title, the company name and the dates you worked there (note: dates need to go in the right hand margin). Put 1-2 lines under that section to say what the company does (set the scene for the recruiter)	
Your role should be summarized in bullet points with the most points being written about your current/last role). Then decreasing down by 2 points as you go further back through your career. For instance 9,7,5, then 3 for remaining roles	
Write about your <u>achievements</u> , over and above your duties and responsibilities. Start each bullet point with a power word – i.e. Managed, Directed, Facilitated, Liaised, Supervised, Coordinated etc. and don't repeat any power words	
Your Education section should also include Training courses you	



have attended and any qualifications you have achieved. Remember – dates go to the right hand side of the page as they are less important	
An ‘Additional Information’ section can be useful. Use this area to say what computer skills/software knowledge you have, whether you have a driving licence, whether you are DBS/CRB checked, your availability, whether you are willing to relocate, language skills etc.	
Hobbies & Interests – always include at least 3 or 4 and list them as words, not paragraphs.	
References – no need to list names and addresses at this stage – just put ‘Available upon request’ or similar	
Ensure each section is either shaded or in bold, so the recruiter’s eye can be drawn down into the relevant sections	
Spell-check before you send it!! Most important!	
Do not send a Word document (or similar). Put your CV into a PDF, as a) it looks more professional, b) it stops the layout from moving around and b) it protects your property.	

I have written a popular e-book called **‘25 Top Tips for CV Writing’** which is available as a FREE download. Find it here:

<http://www.christineware.co.uk>

Good luck with finding the perfect role for you!

Christine Ware

high10 – The Career Doctor