CV Writing Checklist

Your CV should be job- and employer-specific. Use the following checklist to ensure that yours stands out from the crowd.

# Format

[ ]  Don’t use more than two or A4 sides, except for those in exceptionally high-level positions where CV might be up to four pages.

[ ]  Maintain plenty of white space. Avoid long paragraphs of text.

[ ]  Use bullet points for ease of reading.

[ ]  Select a clear, easy-to-read font.

[ ]  Be consistent with text alignment.

[ ]  Use bold or italic to draw the reader’s eye to key points.

[ ]  Use a preformatted [CV template](https://templates.office.com/en-GB/Resumes-and-Cover-Letters?omkt=en-GB) in Microsoft Word.

# Style and structure

[ ]  Depending on the job you’re applying for, the style can be formal or slightly less so. However, the wording should remain 100% professional.

[ ]  Use high impact, positive words to make for compelling reading.

[ ]  A good CV should flow in logical order: contact details, summary statement, experience starting with your most recent job, education and training.

# Contact details

[ ]  Include your phone number, email address, and LinkedIn profile. Ensure that your email address is professional.

# Cover letter

[ ]  The cover letter is your sales pitch. State why you should be selected for this particular role, with a clear match of your skills to the role applied for.

# Education and training

(If you are a student, place this section before your employment history.)

[ ]  List your education and training in reverse chronological order.

[ ]  Include all formal education post-secondary school.

[ ]  Detail all certificates, qualifications and additional education.

# Experience

[ ]  List your experience/employment history in reverse chronological order.

[ ]  Highlight key responsibilities and accomplishments.

[ ]  Back up your achievements with figures, percentages and data where possible.

# Keywords

[ ]  Many employers use computerised systems to sift through CVs during the initial application stage. Include industry-/company-/job-relevant keywords and phrases to ensure that yours passes these tracking systems to move onto the next stage. Learn how with [CV Assistant](https://support.office.com/en-gb/article/write-your-best-resume-with-help-from-linkedin-and-resume-assistant-444ff6f0-ef74-4a9c-9091-ffd7a9d1917a?omkt=en-GB).

# Proofread

[ ]  Spelling and grammar checks are essential. Get several people to read over your CV to be 100% sure that everything is correct.