

# Writing a CV Checklist

## YOUR JOB IS TO FIND A JOB ..... \* TIPS TO A BRILLIANT CV \*

### Personal Details

Your name  
Location  
Mobile number  
Email address  
LinkedIn Profile URL

### Personal Profile

*Ask yourself these questions and write 3-4 paragraphs on*

Who are you?  
What are your key strengths?  
What are you looking for in your next role?

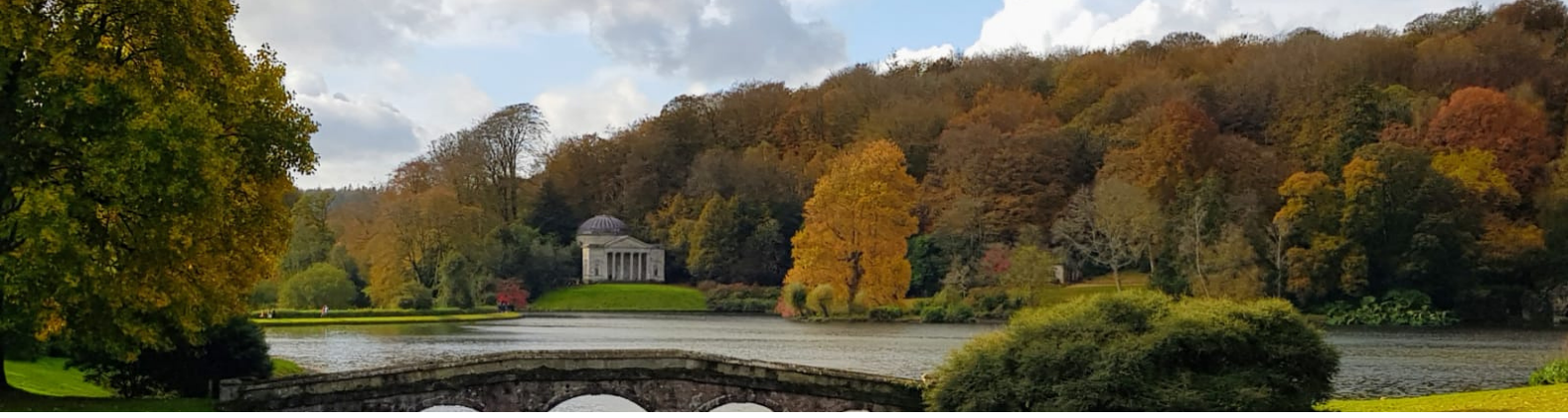
*Try to avoid writing with cliches and buzzwords.*

### Key Achievements

*Add on 3-4 achievements that demonstrate your value, skills and competence*

Have you achieved or surpassed targets?  
Have you improved standards?  
Have you reduced costs?  
Have you received any awards or recommendations?  
Have you overcome any problems?  
If you haven't had much work experience, consider awards for academic performance, fundraising experience.

*Ask previous work colleagues or friends for examples of what they think you have achieved.*



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### Key Skills



*What are your key strengths?*

Look at the job description and make a list of those you can demonstrate in your CV

### Work Experience



*You don't need to include all of your past experience,*

For roles over 10 years' ago just list job title, company and dates or just advise information available at interview

Add your job title

State company name

Include start and end dates

One liner introducing the company

5-6 bullet points on key responsibilities

### Education



Course title

Name/Location of educational establishment

Start and end dates unless over 10 years' ago

Include the final grades achieved

*Once you have achieved a degree, unless specified in a job advert, you don't need to include GCSE /A Level examinations.*



## Writing a CV Checklist

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#### **General Tips**

- Try not to leave any gaps in employment. If you do have a gap explain why briefly.
- You don't need to include references - just state references available on request.
- Get rid of ridiculous email address stick to firstname.surname@internetprovider.
- Name the file sensibly.
- Check the information (especially personal details) are kept up to date.
- Have someone proof-read your CV
- Customise your CV to the specific job.
- Avoid long paragraphs.