

CV Checklist

When producing your CV check the following

3

Before

- You have set up an appropriate, professional-sounding e-mail address to include in your personal details which makes explicit reference to your name, such as namey.mcname@gmail.com – consider setting up a new e-mail account specifically for corresponding with employers.
- Your voice-message on your mobile phone is appropriate, if you intend to include your number – this is particularly important if you are unlikely to answer the phone if you don't recognise the number.
- Your online presence (facebook, twitter, etc) presents you in an appropriate way – check your privacy settings and profile pictures – some companies systematically check these.

During

- You have tailored it to the role for which you are applying and cross-referenced it with the job description.
- All references to the name of the company and their products or services are correct.
- You have presented and formatted your CV appropriately: made sure it is professional-looking; made the employer's job as easy as possible by making it easy to read without too much distracting color; avoided over-formatting with lots of italics, emboldened and underlined text; and made headings clear and appropriate.
- You have avoided using logos unless you have been granted permission to use them.
- You have avoided large blocks of colour – consider limiting colour to headings.
- You have avoided fonts that are difficult to read - eg Comic Sans.
- You have avoided (or where appropriate explained) abbreviations and acronyms – use your discretion to decide whether the employer is likely to be familiar with the same acronyms and abbreviations as you.
- You have used appropriate language – professional, no text speak.
- You have considered the full range of your skills and experience, especially from university, identified which are the most relevant, and expressed these in a way that the employer will understand.
- You have not included the following unless you have been asked or there is a specific reason to include them: a photo (exceptions may include performing arts applications); your age (no longer required); your gender; marital status; your nationality (though it may be worth confirming your right to work if you are from a country in which you are required to clarify your visa status).

After

- Your spelling and grammar are accurate and correct.
- Your CV looks good at a glance, including good use of space by spreading content evenly over the two pages (or one page if appropriate).
- Someone with a good attention to detail has proof read it.
- You convert your CV into PDF format to guarantee that it will be displayed to your reader in exactly the same way that it displays on your computer – it will also avoid them being able to see any Track Changes and words highlighted by the grammar/spellchecker.

If sending by e-mail

- You have named your CV and accompanying files logically to make the job easy for the employer and whoever is processing your application (they may not be the same person) – included your name, job reference number (if there is one), and the type of document – eg 'Namey-McName_CV_RefXYZ.doc', 'Namey-McName_Covering-Letter_RefXYZ.doc'.
- You have sent all documents including the covering letter as attachments and included a brief message in the body of the e-mail which references the job and lists the attachments – the e-mail itself will be judged in terms of how professional and courteous it is.