myJobmag

CV Checklist – 11 Steps to Build A Great CV

Do you want to create a beautiful CV?

Then use this CV writing checklist to get started. The more check marks you have, the higher the quality of your CV.

Personal Details

There are some questions you would need to ask yourself when putting down your personal details. Your personal information is the first thing that a recruiter or an employer will see, so it is very important for you to sure about the information you put on your CV.

☐ Will your prospective employer be able to contact you easily?

☐ How relevant is the information you are giving to the position?

☐ Have you included your email address?

☐ Is this email address sensible and businesslike?

☐ Have you put your name at the top in a large font size?

Education

Adding your education to your CV is one way to sell yourself to your prospective employer. When your educational qualification is one of your top achievement, it is important for you to be careful about where and how to put down the information. There are factors to consider when working in this sector.

☐ Does this section include more than a listing of qualifications and grades?

☐ Are the start and end dates given for each institution attended?

☐ Do you include the name of each institution attended?

☐ Do you give the full title of the courses?

☐ Are there brief details of your main project/dissertation?

☐ Have you received any scholarships or awards that would show relevant skills?

Work Experience

Describe your work experience in such a way that it matches with your qualification and skills.

☐ Have you included greater detail on more relevant experience?

☐ Have you undertaken a period of national service that you could talk about?

☐ What have you done to integrate yourself into your host community?

Skills
Your skills are a key factor in getting yourself the dream job.

☐ Are you consistent with your objective?

☐ Does your skill match up with the job requirement?

☐ Have you used examples to demonstrate these skills?

Interest
Your interest can determine how well you would perform and enjoy the job.

☐ Does your interest match your passion?

☐ Can you use this section to demonstrate examples of skills and competencies that the employer is looking for?

☐ Have you concentrated on a few key interests rather than giving a long list?

☐ Does your interest match your skills?

Reference
Reference could be optional, depending on the company

☐ Is it necessary to include it in your CV?

☐ Have you been asked for it?

☐ Can your references be contacted easily?

☐ If you are including addresses of referees, have you asked them for their permission and explained what sort of opportunities you are applying for?

Spelling and Grammar

Your spelling and grammar really tell a lot about. When writing, you should ask yourself the following question.

☐ Where do I use capitalization?

☐ Are your punctuations correct?

☐ Have your proof-read the work thoroughly?

☐ How well do you construct your sentences?

☐ Have you used a spell checker?

Layout

The general appearance of your CV matters a lot. When planning your CV, the appearance should be really important.

☐ How long should your CV be?

☐ What is the standard page in relation to your qualification?

☐ Is everything neatly aligned?

☐ Is it easy and clear to read?

☐ How regular is the formatting?

Structure

You should always decide on the structure when writing your CV.

☐ Does your CV have a clear structure?

☐ How consistent is the structure?

☐ What section should come before and what should come later?

☐ Have you considered using a [CV template](#) to help with the structure?

General

☐ Have you thoroughly checked your CV for errors?

☐ Are the most relevant information given priority on the page?

☐ Do the different sections on your CV reflect the content?

☐ Is your CV clear to read?

☐ Would your CV fit into the required pages without being crowded?

☐ How consistent are you with your formatting?

☐ Would you like to read your CV?

If you have been able to successful ticked the checklist, then you are good to go. Remember that employers don't spend time on your CV, so it important to give a great lasting impression.

One easy way to make sure you have an error-free compelling CV is by using a [CV rewrite service](#). CV services can help you with the check.