

CV checklist

This checklist has been designed to help you in the initial stages of designing and preparing your CV and it is part of a range of information available in the Careers Centre on CV writing.

Once you have prepared your CV and checked it against this checklist, you can if you wish, make a short appointment to see a Careers Adviser to discuss it and receive further advice.

CV heading

- CV is headed with your name in a bold font that is easy to read?

Personal details section

- Address and telephone numbers where you can be contacted easily?
- Email address that you check frequently?
- If you are a non-EEA national and you think it would be advantageous to your application, have you stated your nationality and given any relevant work permit/visa details?

Personal profile section

- You can if you wish, include a personal profile but if you are a new graduate, it is not necessary to have this section and the space saved can be better used for other information about yourself

Education section

- Details are listed starting with your current course and working back?
- Start and end dates are given for each institution attended?
- Name of each institution attended?
- Full title of courses?
- Indication of actual or expected degree classification?
- Focus on modules/courses most relevant to application and that highlight your interests and strengths?
- Brief details of main project/dissertation?
- Have you mentioned your placement year if you have undertaken one?
- What skills/competencies have you developed through your studies?
- Pre-degree qualifications have been summarised?
- Any achievements such as being a Year Rep, society treasurer/chair etc?

Work experience section

- Details start with your most recent experience and work back?
- Is your placement year, if undertaken, prominently featured on the front page? If necessary create a separate section to ensure that it is.
- Start and end dates are always given?
- Name of the company/organisation?
- If relevant, nature of company/organisation business?
- Job Title?
- Brief summary of the 'employability' skills you developed, your main duties and responsibilities?
- Used 'action verbs' to highlight your positive qualities e.g. initiated, led, created, produced, organised, proposed etc?
- Most space given to the most relevant job/placement?

Skills profile section

- Not always necessary, depends on whether you write about skills in your education and work experience sections
- CV demonstrates clearly your 'employability' skills by citing brief examples of how these skills were developed?
- Skills highlighted in your CV reflect the skills required by the employer as stated in their advert, job description, person specification and company information material?

Responsibilities and achievements section

- Is it relevant for you to have a section on this? It is a good section to have if you have little/no work experience
- Only need to go back 3 or 4 years

Interests section

- Focus on interests that demonstrate most the skills and abilities required by the job?
- If you have stated you enjoy travelling, have you indicated where you have been?

References

- You can just write "References available on request" particularly if you are running out of space but if you have the space, then give full details.
- Referee's name?
- Referee's job title?
- Contact address?
- Contact email?
- Contact telephone number?
- Referees have agreed to provide references for this application?

Final checklist

- The various sections of your CV are arranged in a way that draws attention to your most important information early on?
- The length of each section reflects the importance you feel it deserves?
- Reverse chronology has been used throughout?
- Your CV is, ideally, no more than 2 pages long?
- Good quality white or neutral paper has been used?
- You have experimented to achieve the best effect using bold, italics, etc?
- Avoided long paragraphs of text! Used short, dynamic phrases?
- Avoided generalisations and have supported statements with specific examples wherever possible?
- Have not used jargon or abbreviations that may confuse the reader?
- Used phrases throughout that indicate your enthusiasm for the job?
- Someone has proof read your CV for spelling and grammatical errors? Do not only rely on your computer's spellchecker!
- If you are going to use your CV in countries other than the UK, have you found out how CVs are designed and written for employers in that country? A good resource is "Going Global", a database of information available on the Aston University Careers Centre website
- Do your CV and covering letter complement each other rather than duplicate information?

What next?

We have a library of useful careers resources to provide guidance and examples on constructing your CV - you can view the full range of careers resources and register for membership online www.aston.ac.uk/careers

We produce a series of self-help careers information leaflets written by our careers professionals including CV preparation and Covering letter advice. All titles are accessible on our website

www.aston.ac.uk/careers to which Aston students and graduates have exclusive access.

To get your CV checked by an adviser, book online for a careers advice appointment on the day you wish to visit us www.aston.ac.uk/careers

Visit our Events pages to view a list of our forthcoming Events and Workshops planned for the Autumn Term www.aston.ac.uk/careers

This leaflet has been sponsored with thanks by:



www.jaguarlandrovercareers.com/graduates



Accessibility - This leaflet is available in alternative formats upon request