

CV Checklist



**10 CV points to check
before you make an application.**

www.whatisacareer.com

| | Tick or make action note |
|--|--------------------------|
| 1. Is the CV neat and typed? Concise, no more than two sides of A4? Have you checked font, formatting, grammar and spelling? | |
| 2. Have you tailored the CV to the job specification? Used keywords? | |
| 3. Have you outlined specific skills you have to offer the employer, and experience you have in the specific field? | |
| 4. Does the CV specifically demonstrate that you have an understanding of the job requirements and meet the job description? | |
| 5. Does it highlight that you're the right match for the job and have appropriate personal qualities for the role? | |
| 6. Is it positive, stressing achievements and strengths? | |
| 7. Does it make a good impression in a clear and positive way? | |
| 8. Does the personal profile sell yourself and your qualities? | |
| 9. Have you quantified your significant achievements? | |
| 10. Have you used Power words? | |