

CV checklist

Purpose: to get you through the door

- Write a tailored personal profile that highlights your experience and career goals.
- Include a skills summary with key technical and transferable skills
- List professional experience most recent first, focusing on achievements
- After each bullet point - ask yourself and so what? Validate with ££/%% facts & figs
- Keep your CV concise, ideally no more than two pages
- Where you can, tailor your CV for each application to match the job requirements

Things to remember

- You don't need to include address details, just your email, tel-no and LinkedIn link
- Identify the key skills you are seeing on job descriptions and include in your CV
- Don't copy your job description into your CV - think accomplishments & the impact you personally made. Present tense for current role, past tense for previous roles.
- If you can, print off and proof read (or ask someone else too) to check for accuracy
- For roles over 10 years ago, simply record dates, job title and employer
- Be prepared to talk about what you have written in your CV at interview