CV Checklist

CV up to scratch & ready to send to employers? See how your CV matches against the below:

☐   Is the most relevant information on the first page?

☐   Is the most space allocated to the most relevant information for the role?

☐   Does your personal profile highlight:

       a) your current situation
       b) your key strengths/experience for the role
       c) the type of role you are seeking?

☐   Are the skills you have highlighted specific to the job and evidenced with examples?

☐   Does your experience highlight action and impact rather than duties?

☐   Does each section highlight strengths for that specific job role?

☐   Does it have a clear structure & consistent format?

☐   Is it 2 pages or less?

☐   Has it been checked and re-checked for spelling, punctuation, and grammar?

Further information

www2.worc.ac.uk/careers/resources.html

For advice or feedback on your CV please book a careers appointment at: https://worcester.targetconnect.net

myCareer