

## CV CHECKLIST

### CV heading:

- CV is headed with your name, not Curriculum Vitae (employers will know what it is)  
Clients Name

Then other personal details will follow after the client's name as the template shows.

### Personal details section:

- Keep this section short and simple – your mobile number and email address are the most important things to include; your address is a choice.

Provide City Client applied from as the address

### Education section

- Start with your current course and working backwards chronologically
- Give start and end dates for each institution/ education facility attended.
- Full title of courses with information- explain briefly the skills these courses have taught. Description of the course and skills taught can be very brief.
- If the client has been on a placement year, mention this and refer to full details in the work experience section.
- No need to list every GCSE, just the number including Maths and English Language (with grades in brackets)

### Employment section

- Include paid work, work shadowing and voluntary work here if you choose (or alternatively you can group voluntary work in its own section if you want to emphasise that the experiences were 'voluntary'). May be easier to just put voluntary work with the employment section.
- Start with the most recent experience and work backwards chronologically. Most recent to least recent. Max 4/5
- Include job title, company worked for, basic location (not full address) and dates of employment - month and year is fine (e.g. Sept 2010 – June 2011).
- If necessary split Employment into two separate sections to ensure a cv can fit the criteria of; for example, if the client wants a admin related cv but the most recent job isn't admin related, you could have a 'Admin Employment' section and then 'General Employment'
- Avoid listing duties and responsibilities; try to convey key achievements and skills learnt in their employment history.
- Use concise bullet points rather than lengthy paragraphs of text so that busy employers can speed over the CV without missing key points
- Use 'active verbs' to highlight your positive qualities e.g. initiated, led, created, produced, organised.



### **Specific skills**

- Include 'hard' skills here e.g. IT, foreign language ability and holding a driving licence
- When putting foreign language, put the level of speaking the client has of this language, for example:
- Languages: fluent in Gujarati and Hindi, basic/conversational French

### **Achievements section (optional)**

- Great section to include: extra-curricular activities, sports, voluntary or community work, especially during the last 3 or 4 years
- Highlight positions of responsibility such as being a Student Year Rep, a Peer Mentor or a Committee member such as a Chair or Treasurer
- Clearly indicate the name of the activity/role/achievement, the year(s) involved and a short description of what was done, key achievements and evidence of skills
- It's often a good idea to combine this section with the Interests section below

### **Interests section (optional)**

- Keep this section fairly brief but do try to make interests sounds interesting. Overall, use this section as an opportunity to show employers your personality and possibly further evidence of your skills and abilities.

### **References**

- Put "References available on request".

