

## **CV checklist**

**Tick off what you have done!**

### **Do your research**

- Have you identified the skills and qualities needed for the job?
- Have you looked at the employer's website?

### **Seek Feedback**

- Have you obtained advice from friends, tutors, people in the industry?
- If an employer rejected your application, did you ask for feedback?

### **Create Visual impact**

- Do the design elements help your strengths stand out without being distracting?
- Is your CV attention grabbing? Would it stand out from a pile of applications?
- Does the look of the CV show your style and creative abilities?

### **Target the job**

- Have you provided evidence that you have the skills and qualities needed for the position?
- Are you being honest? Can all statements be backed up?
- Is it concise? Have you only selected information that is relevant to the position?
- Does the order of the sections help your best selling points to stand out?

### **Look professional**

- Is your design consistent in terms of alignment, spacing, etc.?
- Does it photocopy well? Is it emailable?
- Is the style and language appropriate for the employer / industry?