

CV Building Checklist



Your CV is your personal marketing document. It should clearly show what you have to offer and why you're a good match for the role. A well-written CV highlights your skills, experience, and achievements in a way that's easy to read and tailored to the job you're applying for. Tailoring your CV helps you stand out and gives you the best chance of being shortlisted.

Section	Yes	No
1 Personal Details		
Have you included your full name, phone number, professional email, and LinkedIn URL (optional)?		
Is your email professional (e.g. no nicknames or slang)?		
2 Personal Profile		
Have you written a short, clear summary that highlights who you are, your skills, and your goals?		
Is it tailored to the role or industry you're applying for?		
Is it around 150 - 200 words and easy to read?		
Have you used a variety of hard and soft skills that will make you stand out?		
3 Work Experience		
Have you listed your jobs in reverse chronological order?		
For each role, have you included your job title, employer name, and dates?		
Are your bullet points focused on achievements and results, not just duties?		
Have you used strong action verbs ? (e.g. managed, developed, improved)		
Have you quantified achievements where possible? (e.g. increased sales by 20%)		
Have you kept descriptions concise and relevant to the job you want?		
4 Education		
Is your education listed from most recent to oldest?		
Have you included degree or qualification titles, institutions, and dates?		
Have you included key modules, grades, or predicted grades?		
Have you completed any relevant projects or assignments that you need to include?		
5 Skills		
Do you need to use a skills-based CV, where you provide examples of the specific skills you possess?		
Have you listed relevant hard skills? (e.g. software, languages and technical skills)		
Have you included transferable skills? (e.g., communication, teamwork, problem-solving)		
Are your skills aligned with the job description?		

	6 Additional Sections	Yes	No
Have you added additional sections relevant to you , including volunteering, certifications, or interests?			
If you speak multiple languages , have you referenced that you are bilingual or multilingual?			
Have you listed the languages you speak?			
Have you listed any society or student memberships?			
Have you completed any LinkedIn Learning or employability schemes you can include?			

	7 Formatting and Presentation		
Is your CV clear and easy to read with consistent fonts and sizes?			
Have you used bullet points for readability?			
Is your CV free of spelling and grammar mistakes? Have you run this through Grammarly?			
Have you kept the CV to a suitable length? (Usually 1-2 pages for early career)			
Is the most relevant information displayed on the 1st page of your CV?			

	8 Tailoring and Final Checks		
Have you tailored your CV for each application?			
Have you used keywords and criteria from the job description?			
Have you created multiple versions of your CV if you are looking for roles in different fields?			
Have you uploaded your updated CV to LinkedIn and relevant job searching platforms?			
Have you been in contact with your university's Employability and Careers team to receive a CV review and feedback ?			