# 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 strengths 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 about CVs at www.worc.ac.uk/careers/cvs

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

**myCareer**

**Careers & Employability**
www.worc.ac.uk/careers

University of Worcester
Student Services