

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 <https://www2.worc.ac.uk/careers/resources.html>

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

myCareer