

# CV CHECKLIST

## NEXSTEPS - INDEPENDENT LIVING SKILLS

Practical tools for real life

### MAKE YOUR FIRST IMPRESSION COUNT.

Use this checklist before sending your CV. Keep it clear, honest and easy to read.

|                          |                                                            |
|--------------------------|------------------------------------------------------------|
| <input type="checkbox"/> | My name and current contact details are easy to find.      |
| <input type="checkbox"/> | I have a short personal profile that sounds like me.       |
| <input type="checkbox"/> | My education and qualifications are accurate.              |
| <input type="checkbox"/> | My work, volunteering or placement experience is included. |
| <input type="checkbox"/> | I have included useful skills and examples.                |
| <input type="checkbox"/> | Dates are consistent and easy to follow.                   |
| <input type="checkbox"/> | Spelling and grammar have been checked.                    |
| <input type="checkbox"/> | I have removed information that does not need to be there. |
| <input type="checkbox"/> | The layout is clean and not overcrowded.                   |
| <input type="checkbox"/> | The CV is tailored to the type of job I am applying for.   |
| <input type="checkbox"/> | I have saved it with a sensible file name.                 |
| <input type="checkbox"/> | Someone I trust has checked it before I send it.           |

#### BEFORE YOU SEND

Read the job advert again. Can an employer quickly see why your skills and experience fit the role?

#### One improvement I will make to my CV:

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