

CV Writing Checklist

Your CV should be job- and employer-specific. Use the following checklist to ensure that yours stands out from the crowd.

Format

- Don't use more than two or A4 sides, except for those in exceptionally high-level positions where CV might be up to four pages.
- Maintain plenty of white space. Avoid long paragraphs of text.
- Use bullet points for ease of reading.
- Select a clear, easy-to-read font.
- Be consistent with text alignment.
- Use bold or italic to draw the reader's eye to key points.
- Use a preformatted CV template in Microsoft Word.

Style and structure

- Depending on the job you're applying for, the style can be formal or slightly less so. However, the wording should remain 100% professional.
- Use high impact, positive words to make for compelling reading.
- A good CV should flow in logical order: contact details, summary statement, experience starting with your most recent job, education and training.

Contact details

- Include your phone number, email address, and LinkedIn profile. Ensure that your email address is professional.

Education and training

(If you are a student, place this section before your employment history.)

- List your education and training in reverse chronological order.
- Include all formal education post-secondary school.
- Detail all certificates, qualifications and additional education.

Experience

- List your experience/employment history in reverse chronological order.
- Highlight key responsibilities and accomplishments.
- Use Powerful Language- Refer to Action Verbs Sheet.
- Back up your achievements with figures, percentages and data where possible.

Keywords

- Many employers use computerised systems to sift through CVs during the initial application stage. Include industry-/company-/job-relevant keywords and phrases to ensure that yours passes these tracking systems to move onto the next stage. Use the Free [Word Cloud Generator](#) to create these keywords.

Proofread

- Spelling and grammar checks are essential. Get several people to read over your CV to be 100% sure that everything is correct.