

CV checklist

Written your CV and ready to apply for opportunities? Our CV checklist will help you make sure you've covered all the basics before you share it with potential employers.

But first...

- Have you looked at our example CVs?
- Have you chosen the right CV style for your level of experience?
- You can use a chronological style if you already have some work experience (it can be paid or voluntary) and a skills style if you don't have any experience yet.

Don't forget to look at our example covering letters, too. You'll need to send one with your CV.

Useful resources

Read our advice on CVs and covering letters: www.sussex.ac.uk/careers/cvs

Book onto a CV workshop where you can learn the basics and get your CV reviewed:

www.careerhub.sussex.ac.uk/students/events

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Contact details

- Is your name in bold at the top of the CV?
- Have you used a professional email address?
- Do you include your address, mobile number and LinkedIn profile?

Personal profile

- Have you written a personal profile of 2 or 3 lines?
- Does it cover who you are, what you can offer and what kind of opportunity you want?

Your education

- Have you listed your education in reverse chronological order?
- Do you mention key modules from your course and the skills you have developed?
- Have you stated what result you're currently achieving, or what you have achieved?
- Have you summarised your school grades? ie. 10 GCSEs grades A-C, ABB at A-level

Your work experience (for a chronological CV)

- Have you listed your work experience in reverse chronological order?
- If you already have some relevant experience, have you divided your experience into sections for relevant and other experience?
- Do you use bullet points?
- Do you give the employer's name, dates and the job title?
- Have you written about your experience using an action word and then said what you did, mentioning any specific achievements?
- Do your bullet points reflect the skills and experience required on the job advert?

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Your skills (for a skills CV)

- Have you used the skills listed on the job advert as a guide for your headings?
- Do you give examples from your studies, volunteering and interests to demonstrate those skills?

Interests

- Have you written about 2 or 3 current interests? (eg. sport, music, societies)
- Have you given your skills some context and mentioned any achievements?

Your skills (for a chronological CV) or additional information (for a skills CV)

- Have you mentioned any languages that you speak and your level of fluency?
- Have you written about your IT skills and proficiency with relevant software packages?

References

- Do you mention that references are available on request?
- Have you written out two referees if you have space to fill?

Finishing touches

- Have you checked your spelling and grammar?
- Have you used space effectively so that the content is easy to read?
- Do you use a sans serif font like Arial or Calibri at size 11 or 12 pt?

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- Have you checked if the sector or job you are applying to has specific CV requirements?