

CV Checklist



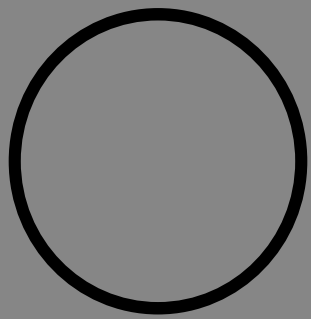
TAILOR YOUR CV

Always match the CV to a specific role or vacancy. Use the job description and person specification to identify what the employer wants and how to evidence this on the CV.



STRUCTURE

There is no set structure for a CV but there are some NORMS to follow. Think about the titles of the different sections that you present – will they appeal to the recruiter?



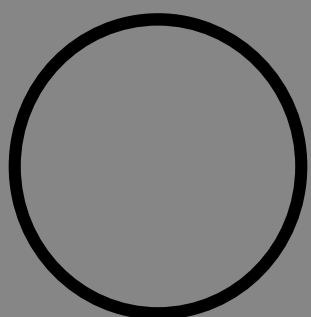
FORMAT

It must be easy to read and have a visually appealing format (avoid dense text). Anything after the second page really needs to justify its existence.



COVERING LETTER

Introduce and position the CV with a Covering Letter. This could be in the body of an email if you are applying speculatively to an organisation.



SKILLS FOCUSSED

Remember to not be too researched focussed, consider that working in a University setting is perhaps not the first thing an industry employer wants to see.

