### CV Checklist

<table>
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<th>Check</th>
<th>Description</th>
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| ![Check](https://via.placeholder.com/15) | 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. |
| ![Check](https://via.placeholder.com/15) | 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? |
| ![Check](https://via.placeholder.com/15) | 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. |
| ![Check](https://via.placeholder.com/15) | 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. |
| ![Check](https://via.placeholder.com/15) | SKILLS FOCUSED  
Remember to not be too researched focused, consider that working in a University setting is perhaps not the first thing an industry employer wants to see. |

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