

BUILD A BRILLIANT CV CHECKLIST

- Keep it professional, no fancy fonts or wild colours use size 12 font
- General info: name, contact number, location, LinkedIn profile
- Appropriate email address
- Personal statement to capture their attention about 5 sentences long
- Do not include photographs or date of birth
- Adapt your CV to the job / company / industry you are applying for
- Include 4/5 bullet points to describe each job and your achievements within it
- Talk about achievements at work not tasks
- Achievements: include competitions won, employee of the year, mystery visits
- Explain any gaps with one sentence - 2012-2013 Looking for the right role
- Add your Education, any certificates, Interests and Activities
- Key skills - strengths and achievements avoid clichés
- Show specific personality traits - they want to see the whole you
- Print it off to check the formatting and that it is aligned correctly
- Never lie
- Include volunteering or charity work
- Check you have included key words from the job advert/description in your CV
- Update your LinkedIn / Social media and ensure they tell the same story
- Include 2 references, ask their permission & send them your CV
- Attention to detail - spell & grammar check then get someone to proof read it
- Keep a master copy and take a few to the interview

*Don't forget to visit the free Jobseekers Toolkit online learning
at mjinspire.com*