

CV Checklist

Before you submit your CV always double check

Format

- Have you included all your **correct** and up to date contact details? Do you want to include your LinkedIn profile address?
- Is your **name** at the top? Don't put 'CV' as your title, employers know it's a CV.
- Does your CV have **clear headings** so the employer can easily find the information they want?
- Have you used **bullet points** and spacing to professionally present your information? Don't use too many bullet points, clear and concise.
- Is there consistent formatting throughout, headers and font size, spacing between section.
- Have you used a sensible and legible **font** in an appropriate size?
- Have you checked for **correct use** of capital letters, punctuation, spelling and grammar?
- Have you included any colour that **won't be visible** if printed on a black and white printer?
- Is it a maximum of **2** pages?
- Have you included a **cover letter?**

CV Content

- Has an appropriate decision been made on whether to include a **Personal Statement** or not? If yes, have you **tailored** it to reflect the essential and desirable criteria in the job advert?
- Are the sections placed in the **best order to highlight strengths?** (which is stronger, work experience or education)

Educational Qualification

- Have you included your academic qualifications starting from your **most recent** and working back?
- Have you included **relevant modules** you studied in your degree? (also any projects/dissertation/team work which evidences skills appropriate to job description.
- Has appropriate space been given to each educational achievement? (most space to highest level)
- Are all relevant institutions, names, dates, qualifications and results clearly stated?

Employment History

- Have you included your **work and volunteering history**, and related the job roles to the position you are applying for?
- Have you included **employer names, your job title and dates** in your work history?
- Is there appropriate **prioritisation of work experience?** Can be divided into Relevant Work History and Other Work History.
- Have you used **active** words? To be effective, a CV should be written in active voice using verbs. 'Responsible for', or noun phrases tied with prepositions, such as 'member of' or 'involved in', are the passive voice. The active voice is more natural, direct and shows measure, for example 'Coordinated and delivered....' or 'Assessed and approved....'
- Have you included **measure** of your achievements? For example instead of 'Served customers in the shop' try 'Provided excellent customer service in a fast paced environment to meet company targets of 40 sales per hour and increased weekly turnover by 15% over target.'

Personal / Professional Attributes

- Do you need a **Key Skills** section? Can the employer clearly see your relevant skill set, including extra-curricular activities/awards/memberships.
- Have you included an **Interests and Achievements** section and showcased yourself as a well-rounded person who would be a good fit with this company? Include name of organisation, title of role and dates.
- Have you included **two references** who aren't related to you?
- Have you avoided unnecessary information that should **not be included** in relevant UK CV e.g. Primary School information, nationality, marital status, medical history, photograph, slang, acronyms, gender, age

If you were an employer, would you read your CV and hire you?

USEFUL WEBSITES

- www.prospects.ac.uk
- www.gradireland.com
- www.targetjobs.co.uk
- <https://www.qub.ac.uk/directorates/sgc/careers>

LINKEDIN

You may wish to include your up-to-date LinkedIn profile or professional portfolio link to your CV. This should be placed under your contact details so that the recruiter can find it easily.

For those who use LinkedIn, the URL can be found by:

1. Logging into your LinkedIn account.
2. Clicking the 'Me' tab in the top navigation menu and selecting 'View Profile'
3. Go to the top right hand corner and 'Edit Public Profile and URL'. Highlight and copy the Web address as needed.

Note: You are advised to conduct a google self-search of your full online profile before applying to jobs (see www.qub.ac.uk/cybersmart)

USEFUL ACTION PHRASES FOR CVS

Useful Phrases/Verbs

- More than.....years extensive and diverse experience in
- Expertise and demonstrated skills in
- Extensive academic/practical background in
- Experienced in all facets/phases/aspects of
- Knowledge of/experienced as/in
- Extensive training/involvement in
- Proficient/competent at
- Initially employed to/joined organisation to specialise in
- Provided technical assistance to
- Worked closely with
- Constant interaction with
- Promoted to
- Succeeded in
- Proven track record in
- Experience involved/included
- Successful/Proficient in/at
- Reported to
- In charge of
- Now involved in
- Familiar with
- Employed to
- Assigned to
- Edited
- Established/ Initiated
- Formulated
- Implemented
- Managed
- Instrumental in
- Coordinated/Organised
- Designed and developed
- Updated/upgraded
- Attained/awarded

Useful Words

- Ability
- Capable
- Prominent
- Substantial
- Abundant
- Thorough
- Achieve
- Courtesy
- Lasting
- Definite
- Loyalty
- Resilient
- Useful
- Advance
- Guarantee
- Agreement
- Helpful
- Notable
- Reputable
- Ambition
- Determined
- Opportunity
- Appreciate
- Effective
- Perseverance
- Approval
- Efficient
- Improvement
- Practical
- Aspire
- Enhance
- Service
- Attain
- Enthusiasm
- Integrity
- Excellence
- Progress

Do NOT USE these words

- Best of breed
- Go-getter
- Think outside of the box
- Synergy
- Go-to person
- Thought leadership
- Value add
- Results-driven
- Team player
- Bottom-line
- Hard worker
- Strategic thinker
- Dynamic
- Self-motivate
- Detail-oriented
- Track record

(Source: www.forbes.com)

Also

- Experience in....
- Responsible for....
- I like to....
- I've been told....
- I feel....

ALWAYS use numbers and measure to quantify and prove your work.