

cv checklist

Only include relevant **Personal Details**:

- ☐ Name
- ☐ DOB
- ☐ Location, but not the full address
- ☐ Do you hold a driver's licence?
- ☐ Are you willing to relocate?
- ☐ How far are you willing to travel?
- ☐ Contact details (phone number, email address, social media links)

Intro

A short version of a cover letter, introducing yourself and explaining the reasons you are applying for a particular job (where did you find the job ad, are you making a voluntary application?). Make this a short but fun way to get people to know about you. Include your interests, hobbies, and what you enjoy doing in life. This could be the part of your CV that convinces the potential employer that it is worth continuing to read it. Include a little overview of your education and experience.

flip 

Experience

- ☐ Listed from the most recent to the oldest job (ensure you include employers and start and end dates)
- ☐ If your CV is diverse across different roles/industries, detail only the ones that bring out your value for the job you're applying for. The others, just include a short description of your role.
- ☐ Don't forget to include achievements*.

Education & Training

List these also in chronological order, so the employer gets a good idea of how you kept self-developing, even if it was from your own initiative, even if it's not something you have a certificate to show for. Just showing that you kept your interest (and kept updated) in the industry, between or during jobs, portrays a will to continue developing professionally, and shows that you kept going regardless.

*Key Achievements

Certain recruiters - this greatly depends on the job role - may wish to see your achievements. Some may be in an organic form (created a dedicated team, or implemented a new system) others may be to show more specific information, like figures, targets, SLAs or KPIs. This is a very beneficial add-on if you can grab hold of them. If you do, make a specific section just for this, to highlight your value.

*Believe the
job is yours!*