

# CV Checklist

## Personal details

- Do not put CV or Curriculum Vitae at the top of the document
- Are your personal details (name, address, contact details etc) at the top of your CV in the first quarter of the page?
- Have you included your linkedin url?
- Have you included a professional email address that you check regularly?
- Does your mobile have voicemail activated?
- Have you included your availability? E.g. June 2013
- If you can drive mention it at the top if its relevant to the job
- Is your nationality and work placement status clearly stated? (international students)

## Personal profile

- It is no longer than 3 sentences?
- Is it short and punchy? Does it highlight your current situation and your future immediate career plans?
- Is it tailored to the organisation to which you are applying to?
- Does it reflect what you can relay offer (in relation to the job) or is it very generic?

## Education

- Do the details have your current course first and then work back
- Are the start and end dates given for each institution attended
- Have you included the name of each institution attended?
- Have you given the full title of the courses?
- Have you focused on modules most relevant to the application?
- Accountancy firms like to see all subjects and results- have you included an Appendix with results?
- Have you included relevant exemptions (ACA, ACCA etc or professional membership e.g. CIPD)
- Do you include expected degree classification (not essential but include if 2:1 or above)
- Are there brief details of your main project/dissertation?
- Have your pre-degree qualifications been summarised?
- Leaving Cert – dates and highlights e.g. overall points achieved or B1 in Honours Accountancy.
- Have you stated the Irish equivalent of any internationally obtained qualifications? (international students)

## Work Experience

- Do your details start with your most recent experience and work back? (unless highlighting specific relevant experience)
- Have you included greater detail on more relevant experience?
- Have you given dates, job title, employer name and main responsibilities for each job?
- Have you highlighted achievements and not just duties in your role?
- Have you used positive language – starting job responsibilities with a verb?
- E.g. Trained, developed, coordinated, supervised etc

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## Skills

- If you have listed skills have you included those outlined in the advert, job specification or employer's promotional material as necessary for the job?
- Have you used examples to demonstrate these skills?
- Are you mentioning languages (good conversational French, basic Spanish), computing (e.g. "good working knowledge of MS Access and Excel, plus basic web page design skills" and driving ("full current clean driving licence") if you have these?

## Interests

- Have you given more than just a list of activities?
- Do you explain something about them rather than one word?
- Have you included a broad variety of interests? e.g. team sports, independent or challenging holidays/foreign travel?
- Do you have social and active interests rather than just solitary and passive interests? Evidence of being able to get on well with other people?
- Have you used this section to demonstrate examples of skills and competencies that the employer is looking for?
- Is there organising or leadership experience/evidence of taking responsibility and the initiative?
- Are there any interests relevant to the job? Developing apps etc if you are interested in IT development, fantasy share portfolio if you are interested in financial services.

## General

- Is it no more than 2 pages (may include an Appendix with results for 3 pages)
- Has your CV been thoroughly checked for spelling, grammar and correct use of language?
- Does it follow a consistent layout? Eg spacing, fonts, bullets, neatly aligned- Font – Suggest Arial 10; Tahoma 9.5
- Can it be scanned in 20 seconds? Will the most important information be clearly visible in this time?
- Have you checked that there are no gaps in your history?
- Is the most important information on the first page of the CV?
- Do your section headings clearly reflect what information the sections contain?
- Is capitalisation used correctly? (BSc and not Bsc, Capitals used for names of roads - 10 Annville Avenue, etc.)
- Has it got a lively writing style? Use of positive, active language. Authentic and truthful. Avoiding clichés.
- Is information presented in bullet points rather than long sentences?
- Have you limited the use of personal pronouns? e.g "I", "me," " my"

**Will it encourage an employer to meet you?**

Score yourself out of 50!