

CV CHECKLIST

TITLE

- Your name is in bold and a larger font size at the top of the page.
- Do not include: Curriculum Vitae, date of birth, marital status, nationality, gender, anything that discriminates, and do not sign it – it is not a legal document

PERSONAL DETAILS

- Is your address and mobile number included so that you can be contacted easily?
- Is a professional email address included? i.e. no nicknames or silly names
- Have you included a web address (if linking to a portfolio)? i.e. github
- Include – LinkedIn profile link, your availability (if a placement), your driving license status (if required) and visa status (if applicable)

FORMATTING

- No more than 2 or 2.5 pages
- Use Arial 11, Aptos 11, or Calibri 11 (plain font)
- No colours (unless the division lines), tables, photo, or borders
- Do not underline your headings, bold, or bold and caps, is sufficient
- A plain Word document, no fancy templates (they scramble in HR systems)

PROFILE (IF INCLUDED)

- It is no longer than 3 sentences or 3 to 4 bullet points.
- Is it short, punchy, strategic, highlighting your current situation, your future career plans and targeted towards the position you are applying for?
- Have you backed up any statements with evidence?

EDUCATION SECTION

- Have you included the full title of your award e.g. BEng, BA, BEng (Tech), BSc. (Hons)?
- Have you stated your current/relevant course first and then worked back?
- Are the start and end dates given for each institution attended?
- Have you included the full name of each institution attended? e.g. South East Technological University, (Waterford or Carlow)
- Did you focus on modules most relevant to the application? “Modules include/d: ...”
- Have you highlighted and elaborated on projects/case studies/lab skills/computer languages or applications and workshops that may be of interest to the reader?
- Did you include expected degree classification (not essential but include if good)? i.e. 2:1
- Have you included information regarding time spent abroad e.g. Erasmus/study visits, field trips?
- Have your pre-degree/diploma qualifications been summarised?
- Have you included information regarding any site or company visits?

WORK EXPERIENCE

- Do your details start with your most recent work experience and work back?
- If your relevant experience is not the most recent, have two headings 'Relevant Work Experience' and 'Other Work Experience'.
- Start and end dates are always given, and have you named the company/organisation?
- Have you included and highlighted visually (e.g. in bold) the job title?
- Have you mirrored language from the job specification i.e. used industry jargon?
- Have you given a brief summary of your main duties first, then other responsibilities, including achievements and skills using action words and omitting personal pronouns e.g. "I" and "my"?

SKILLS (OPTIONAL)

- Is a separate skills section needed? Not needed if your skills appear under your work experience. 'Soft skills' are best shown in the context of your work experience i.e. communication, teamwork, problem solving.
- Does this section (if included) demonstrate clearly your 'employability skills' relevant to the job?
- Have you backed-up skills with demonstrable evidence of how they have been developed?
- Have you drawn evidence from college/work, volunteering and life experiences?
- Have you indicated the level of skill in particular areas e.g. "proficient in", "fluent in"?
- Have you stated particular computer skills? i.e. Word, Excel, PowerPoint, social media, SPSS, Java, Python, SQL and your proficiency level.

INTERESTS/ACHIEVEMENTS

- Have you concentrated on a couple of key interests rather than giving a long list?
- Did you describe your interests rather than one word? i.e. A member of the local GAA Club.....
- Have you included interests that may show relevance to skills and competencies that the employer is looking for? E.g. organization, event management, creativity.
- Have you grouped common interests under headings and provided dates for any achievements and awards mentioned i.e. Volunteering, Clubs/Societies, Sport, Hobbies
- Have you mentioned any leadership roles if applicable?

REFERENCES

- Have you given two referees' names — one academic and one work?
- Did you include referees' job titles and contact details
- Have you asked your referees to act as a referee for this application?
- Have you provided your referees with a copy of your CV and the job specification?

FINAL CHECK

- Are the sections of the CV arranged in a way that draws attention to the important information?
- Have you checked there are no gaps in your history?
- You have left a blank line between categories?
- You have avoided long paragraphs of text?
- You have avoided generalisation and supported statements with specific examples?
- You have not used colloquialisms or abbreviations that would confuse the reader?
- You have used phrases throughout that indicate your enthusiasm for the job?
- Someone has proofread it for spelling and grammatical errors?
- Did you get someone from industry or a similar role to critique your CV?
- Would you want to read it?

Further Information and advice:

- [The graduate's guide to CVs: How to write a CV](#)
- [Graduate CV FAQ's - What to include on your CV](#)
- [How long should a CV be? CV FAQs for graduates | targetjobs](#)
- [What to put in the further interest's section of a graduate CV](#)
- [Dealing with gaps in graduate CVs and applications](#)
- [How to write a CV](#)
- [Sample CVs – Skills-based, Academic, Chronological](#)
- [Creative CVs](#)
- [Writing a personal statement](#)
- [Create a great video CV](#)
- [Writing a legal CV and cover letter](#)
- [Filling a coronavirus-shaped gap on your CV](#)
- [Chronological or skills-based: which CV is best for you](#)

Short courses:

What a great master CV looks like and why you need one

<https://gradireland.com/pathways/library#/pathway/definition/51/activities>

Creative ways to boost your CV without work experience

<https://gradireland.com/pathways/library#/pathway/definition/89/overview>