

Technological University Dublin — Career Development Centre CV Checklist

Before putting together your CV make sure you

- Research the role for knowledge, skills and attributes required.
- Reflect on your ability to do the job drawing evidence from academic, work and extra-curricular activities.
- Tailor your CV to requirements of the role —as set out in the job description. For speculative applications use the occupational profiles on www.gradireland.com and www.prospects.ac.uk to help you.
- Understand that there is no ‘one way’ to write a CV.
- It is more effective to specifically tailor your CV than to send out a generic one for every job.

CV Checklist

The following information is designed as a quick test for you to check your CV.

The checklist is split into the main categories that should be used on your CV.

TITLE

YES NO

- Your name (NOT the words Curriculum Vitae) is in a bold format at the top of the page.

PERSONAL DETAILS

- Is your address, telephone number and area code included so that you can be contacted easily?
- Is your voicemail activated? Is a professional greeting set-up?
- Is a professional email address included?
- Is your DOB, marital status and nationality omitted? These details are not necessary under equality legislation (unless there are visa implications).
- Do your personal details account for no more than four lines of the page?
- Have you included a web address (if linking to a portfolio)?
- Have you considered making reference to your ‘linked-in’ profile?

PERSONAL PROFILE (OPTIONAL)

- Is it no longer than 3 sentences?
- Is it short, punchy, strategic, highlighting your current situation, future career or change or career direction ?
- Is it tailored to the organisation to which you are applying to?

EDUCATION

- Have you included the official title of your award e.g. BEng, B.A (Hons)?
- Did you include award classification (not essential but include if good?)
- Have you stated your current or most relevant course first?
- Are the start and end dates given for each course you have completed?
- Have you included the full name of each institution attended? TUDublin, City Campus?
- Did you focus on modules most relevant to the application?
- 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?)
- Did you outline aims and outcomes of your main project/dissertation?
- Have you included information regarding time spent abroad e.g. erasmus, study visits, field trips?

EMPLOYMENT

YES NO

- Do your details start with your most recent or relevant experience?
- Are 'most relevant' and 'other' work experience sections included where appropriate?
- Start and end dates are always given and you have named the company/organisation
- Have you included and highlighted the job title?
- Have you mirrored language detailed in the job specification?
- Have you given a brief summary of your main duties first and responsibilities using action words and omitted personal pronouns e.g. "I" and "my" ?

SKILLS PROFILE (OPTIONAL)

- Do the skills outlined in your profile reflect the skills required by the employer?
- Have you backed-up skills with evidence of how they have been developed?
- Have you drawn evidence from college/work and life experiences?
- Have you indicated level of skill in particular areas e.g. "proficient in" and "fluent in"?

INTERESTS/ACHIEVEMENTS

- Is the content as relevant as possible to what the employer is looking for?
- Did you expand on your interests e.g. sport (type of sports you play, member of local club, etc.)?
- Have you included membership of professional bodies, college clubs or societies, positions of responsibility, voluntary work, etc.?

REFERENCES

- Have you given two referees names—one academic (recent graduate) and one employment?
- Have you included referees job titles and full contact details?
- Have got permission from referees to provide a reference for this application?
- Have you provided your referees with a copy of your CV and job specification?

FINAL CHECK

- The sections of the CV are arranged in a way that draws attention to the important information.
- Your CV is ideally no more than 2 pages long.
- The font is big enough.
- You have left a blank line between categories.
- You have avoided long paragraphs of text.
- You have 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 proof read it for spelling and grammatical errors.
- Have you checked there are no gaps in your history? If there are gaps be prepared to account for them at interview.
- Did you get someone from the Career Development Centre or a similar role in industry to critique your CV?
- Would you want to read it?
- If printing ensure good quality and neutral paper has been used (120g).
- If emailing your CV, strongly consider saving and sending it as a PDF?