

## CV Checklist

This checklist will help you to work through common issues that get missed on your CV. You may also wish to refer to our [CV and covering letter guide](#).

### Personal Details

- I have used my name as the heading (not CV or Resumé!)
- I have included my mobile number and email address
- I have included my LinkedIn / personal website address if I have one
- I have not included: date of birth, gender, marital status, age, photograph

### Profile (optional)

- I have written no more than 3-4 sentences
- I have tailored the CV to the role I am applying for
- I have highlighted my key experience and skills
- International students: Do I want to explain that I have permission to work (visa)?

### Education

- I have summarised in reverse chronological order (current Oxford Brookes study first)
- I have included the places of study, course titles and dates attended
- I've included predicted degree result, relevant modules and dissertation topic
- I have included A level subjects and grades, and summarised my GCSEs

### Work Experience (relevant and other)

- I have summarised all my experience in reverse chronological order
- I have a 'Relevant Experience' section to give prominence to most useful experience
- I have included employment, placements, internship and voluntary work experience
- I have used active language to identify relevant skills and provided evidence
- I have included the names of employers, job titles and dates of employment

### Additional Information (optional)

- I have provided further relevant information e.g. technical skills, languages, driving licence

### Interests (optional)

- I've included any interesting details, skills or achievements (not just listing my interests)

### References

- I have provided names, job title, organisation and contact details - or stated 'references available upon request'

### Overall Layout and Formatting

- I have used an appropriate, professional font e.g. Arial, minimum 11 pt
- My formatting is consistent throughout, avoiding narrow margins and densely packed lines
- I have not included: graphics, tables, coloured font and italics
- I have used bullet points to avoid lengthy paragraphs
- I have kept the CV length to two sides maximum (one side for part-time jobs)
- I have avoided unnecessary acronyms and abbreviations
- I have proof-read my CV and checked for spelling, grammar, and professional language
- I have saved my CV with an appropriate title e.g. my name and the vacancy reference