CV checklist

Personal Details
- ❏ I have used my name as the heading (not CV or Résumé!)
- ❏ 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 stated 'references available upon request', unless otherwise required.
- ❏ I have gained consent from my referees so that their details can be provided where necessary.

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