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THE ULTIMATE CV CHECKLIST

Prepare Your CV with Confidence

Before You Submit Your CV

Use this checklist to review your CV before applying for a job. A clear, relevant and well-organised CV helps employers understand your skills, experience and suitability for a role.
Your goal: Make your CV easy to read, accurate and relevant to the job.

Your CV Review Checklist

- □ My contact details are correct.
- □ My CV has a clear professional profile.
- □ My skills match the job requirements.
- □ My work experience is listed clearly.
- □ I have highlighted relevant achievements.
- □ My employment dates and job titles are accurate.
- □ I have checked spelling and grammar.
- □ My formatting and font sizes are consistent.
- □ My CV is easy to scan and read.
- □ I have tailored my CV to the specific role.
- □ I have followed the employer's application instructions.
- □ My file name looks professional.

Before You Click Apply

Ask yourself:

- Does my CV clearly show why I am suitable for this role?
- Have I included relevant skills and evidence?
- Can an employer quickly find my most important information?
- Have I checked every detail?

Next step: Review the job description one final time and make any necessary changes before submitting your application.



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