

CV Checklist

Layout & Appearance	Yes	No
Is your name at the top of the page and in bold? Is your address, phone number and email easy to read?		
Is your CV an appropriate length? (1 page preferred – 2 maximum)		
Is formatting (e.g. bold, font, bullet sizes, heading style consistent throughout the CV)? Are the headings and statements evenly spaced?		
Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs?		
Do you have approximately 2-6 statements per job? (Bullet form is recommended.)		
Content	Yes	No
Does your objective statement clearly state what you are seeking and what you will bring to the position?		
Did you include the following headings: Education, Experience, Activities, and Skills?		
Does your education section state your official degree and expected graduation date? Did you include your cumulative GPA (if a 3.0 or above)? Is your GPA accurate?		
Do your statements demonstrate major accomplishments rather than routine tasks/duties? Check the statements that demonstrate your accomplishments.		
Do your accomplishment statements start with action verbs?		
Do your statements demonstrate the results of your accomplishments? Did you quantify your results (e.g. use numbers when possible)?		
Does your CV end with strength? (e.g. Skills, Activities section)		
Is your CV completely free from spelling, punctuation and grammatical errors?		