

CHECK LIST FOR CV

- Have you updated your CV if it is sometime since you first prepared it?
- Is your CV word processed?
- Have you used the same font throughout?
- Have you corrected any spelling and grammar errors?
- Does your CV fit onto two A4 pages?
- Have you checked the layout and presentation of your CV?
- Have you been consistent in your use of capitals, underlining, punctuation, tabulation, bold and italics?
- Does your CV include 4 Personal Items?
- Have you signed your CV with a pen?
- Have you stated three of your Skills in a written statement?
- Have you stated three of your Qualities in a written statement?
- Did you include your Educational Qualifications?
- For your Junior Certificate did you state: the year of exam, the subjects, levels and grades you received?
- For your Leaving Certificate have you listed: the year of the exam, the subjects and levels you are taking?
- Did you include Link Modules (NOT LCVP)?
- Under the heading Work Experience have you included: the date of the work experience? your employer's name and address? the duties you carried out?
- Have you listed your achievements/interests/hobbies giving at least one of each?
- Did you give the names of two referees?
- Did you state the position of each referee in the organisation?
- Did you state the address and telephone number of the organisation?