dovetail group
human resource specialists

CV Writing Checklist

Use our useful CV writing checklist to ensure your CV stands out from the crowd. Your CV is your sales tool when applying for jobs so make sure you create the best first impression and follow our tips.

☐ **1).** Make sure you have an up to date telephone number on your CV

☐ **2).** When updating your CV make sure you change the date to show the end of your previous employment

☐ **3).** If you have had a few jobs in recent years include your reasons for leaving each position at the bottom of the relevant entry on your CV

☐ **4).** Include some interests in your CV - it is an opportunity to get your personality across to the potential employer

☐ **5).** Make your CV specific to the job you are applying for. This may mean having more than one copy of your CV available

☐ **6).** If a job role asks for specific qualifications or certificates put them at the top of your CV

☐ **7).** Be consistent with your fonts making sure the text is clear and check the formatting especially if you are copying information from another source

☐ **8).** If you are willing to relocate for a position ensure you make that clear in your CV

☐ **9).** Your date of birth, whether you are married, have children or your religion do not need to be included in your CV

☐ **10).** Ensure your Email address is appropriate and something you wouldn't mind being repeated back to you

☐ **11).** If you are a LinkedIn user ensure your CV and LinkedIn profile career histories match

☐ **12).** Make regular small changes to your CV especially when listed on job boards because it will highlight you as an "active" and "recent" profile in searches

☐ **13).** Use bold text to highlight skills you want to stand out and if in sales include figures to show your achievements

☐ **14).** Be selective, don't be tempted to put too much information, leave something for the interview

☐ **15).** Use bullet points rather than long winded sentences

☐ **16).** As long as the content in your CV is relevant and specific don't worry about how many pages it's on

☐ **17).** Ensure you explain gaps in your employment

☐ **18).** Make sure you include your job title, company and month and year of employment

☐ **19).** Put your contact details in the body of the CV not the header or footer

If you want a second opinion on the finished article give us a call on **01635 43100** or visit our website for further advice to support your job search **www.dovetailhrs.co.uk**