CV Best Practice Checklist

☐ **Manageable Length**
Does your CV focus on your most relevant experience? Is it a length that is easy to read and digest, i.e. 2-4 pages? For outdated positions that don't align with future career path, are the roles summarised in an 'Additional Experience' section highlighting title, company, and dates? Many job seekers have two versions of CV, a shorter more condensed version that's 1-2 pages for providing directly to Recruiter/Manager and then a more comprehensive one for submitting via a job board/application.

☐ **Skills Summary / Core Competencies**
Do you have a section that summarises your core skills, technologies, instruments, tools, methodologies, etc. used? Does it include the buzzwords a Recruiter might use to search for a candidate like you?

☐ **Individual Job Descriptions**
Does each role have title, company and dates? Does it explain the context of the company? Does it include the group/team you were on and that team's function within the organisation? Does it include major projects you contributed to, your core responsibilities and key accomplishments?

☐ **Accomplishments**
Do you clearly communicate your key achievements via a 'Career Highlights' or 'Accomplishments' type section?

☐ **Formatting**
Is your CV formatted in an effective and reader-friendly manner that's easy to follow and digest? Do you avoid long paragraphs/blocks of text? Are section headings bolded? Is the font and size consistent throughout?

☐ **Education**
Do you include all relevant education, certifications, and additional training? Did you put any advanced degrees and/or certifications at the top of your CV (in addition to your 'Education, Training & Certifications' section)?

☐ **Relevant Non-Work Differentiators**
If you're involved in your community and/or volunteer for a non-profit, do you have that included in a 'Community' type section? Don't forget to include your involvement and any contributions to any relevant groups and associations. Does it include any articles/publications you've written, training you've produced, conferences you've attended?

☐ **Additional Profiles**

Did you include URLS for any additional profiles/websites you want to draw people to, such as your LinkedIn profile, YouTube channel, author profile, personal website, etc.?

☐ **Customised**

For each role you're applying for, are you looking at the list of requirements and ensuring all your relevant experience is included and is clearly visible within your CV?

☐ **Self-Review and Quality Assurance**

Have you used Spellcheck to correct any spelling issues? Did you thoroughly read through your CV at least one day after you've written it, so you can review it with a fresh brain and pair of eyes? Have you asked a trusted peer/friend and/or a Recruiter for feedback on your CV? What recommendations do they have on content, formatting and prioritisation?