Writing a CV Check List:

Do:

☐ Make sure all your info is at the top – Name, address, email, telephone, and mobile.

☐ Write a Cover Letter- A cover letter should be specifically explaining to the employer why you should get this particular job. Each one should be different, for each job you apply.

☐ Make it relevant – Say how each of your achievements are relevant to the job and how they have given you skills. (E.g. being part of the drama club – has helped my teamwork and communication skills.)

☐ Get it proof read – Get someone else to proof read for spelling and grammar mistakes.

☐ Put it in an envelope – Handing it in using a neat white envelope, looks professional. Scrunched and wrinkled pieces of paper look messy!

☐ Availability! – Either in the cover letter, front of the envelope or in the personal statement, write when you are available to work. This is very important for employers.

Don't:

☐ Include a photo – Some places say its ok, but professional jobs say no, so stick with no.

☐ Write "CV" or "Curriculum Vita"– Write your name as the title, you're the important one.

☐ Use a wacky Font – Not everyone can read it, and it looks messy. Stick to "Arial" "Times New Roman" "Calibri" or something similar.

☐ Have a cute/funny/rude email address – It's very unprofessional to have 'cutie_pie_girl69', just have 'jane.smith97'.