

CV CHECKLIST

Here is our simple checklist to ensure you don't miss anything important on your CV:

What to include

| General information | |
|--------------------------|---|
| | Include your name and contact details at the top of the first page: <ul style="list-style-type: none"> • Telephone • Professional sounding email (not sexyboi99@webmail.com) • Home address • Link to your LinkedIn profile |
| | For international applicants include a statement about your work permission/visa |
| Personal profile | |
| | Briefly highlight your key skills and achievements |
| Employment history | |
| | Your most recent job first |
| | Include the month and year for all your employment start and end dates |
| | Include your job title and the company name |
| | Include plenty of detail about specific projects and your achievements within these roles |
| Education/Qualifications | |
| | Your most recent qualifications first |
| | Include the course name, name of the institute and start/end dates |
| Formatting | |
| | Write in the first person |
| | Use the same font throughout |
| | Use headings to separate sections |

What to remove

| Details | |
|---------|---|
| | Remove 'CV' or 'Curriculum Vitae' as a heading |
| | Remove your headshot |
| | Remove personal information such as: <ul style="list-style-type: none"> • Health • Marital status • Number of children • Religion • Height |

ADVICE AND INFORMATION

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