

## Reviewing Your CV

Once you have completed your CV, it is important to review it against the following criteria, as a final check before you send it out.

Be completely honest or you may even wish to ask someone to review it for you.

Consider the main strengths and weaknesses of your CV

Criterion	Comments
Profile or summary statement clearly overviews what you offer? – your experience, level of responsibilities, key strengths/achievements, your career goals i.e. explains what you are currently seeking.	
Relevant to your career path – Your professional experience supports your career objective/role you wish to achieve	
Strong on achievements – used action verbs to sell what you offer and demonstrated how a company will benefit from having you on board	
Demonstrates transferrable skills & competencies	
Education & Training – Shows your commitment towards continuous professional development and relevant to your career path	
Personal Data – is what you have listed relevant to the job role you are applying for?	
Interesting & True! – Does your CV clearly demonstrate what you have achieved/proud of/values/individual to you, rather than a list of generic statements? Have you been truthful?	
Concise, structured and grammatically correct? Only covers 2 pages?	
Well presented – have you used the same font throughout and larger font sizes for headings? If a recruiter only read the first third of your CV would it stand out, highlight your key achievements and encourage the recruiter to read on?	