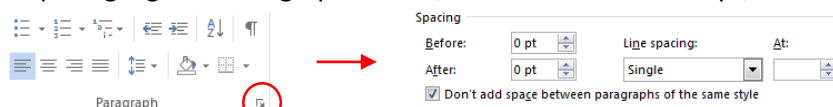


CV Checklist

Layout & Design

- 1-2 pages
- Don't use tables (difficult to edit and move information around)
- Clear, sans serif font (good examples: Calibri, Verdana, Arial, Tahoma, Century Gothic)
- Easy to read text size: 10-12pt
- Clear headings that stand out: ~14pt, underlined across the page or bold
- 2 spaces before each heading, one space after
- Single spacing – go to “Paragraph” menu; make Before & After 0pt; and select “Single” line spacing



- Good balance between text and white space
- Specific bullet points, NOT long sentences/paragraphs
- Even margins (2 – 2.5cm)
- Consistent design throughout: even spacing, same font, dates aligned, same bullet points, same indents)
- If longer than 1 page, the second page starts in a logical place (e.g. not half way through a list)

Score: ___ / 12

Heading & Contact Details

- Your name should be the main heading at the top, 16-20pt font (middle names are not necessary)
- Accurate contact details underneath name: address, phone, email
- Professional email address (typically - name@mail.com)
- LinkedIn URL if you have a profile

Score: ___ / 4

Personal Statement / Career Objective

- If you have this (optional), make sure it is brief (1-3 sentences), and says specifically what you are looking for and gives a summary of what you bring. E.g:
 - Bad: “I am a hardworking and reliable person who is capable of achieving targets and I am committed to adding value to the company.” (too general)
 - Good: “Recently graduated with a Graduate Diploma in Computing at Unitec, and am seeking an entry-level role as a Software Developer. I have completed a 3 month internship for an Auckland company in IT, and have 2 years’ experience in customer service.”

Score: ___ / 1

Skills

- Approx. 8-12 bullet points
- Start with industry specific / technical / most relevant points
- Further down the list, add more general, transferrable / soft skills, personal attributes and traits
- Mention what you can do (skills); what you understand (knowledge/theory); as well as how good you are at particular skills [*see sentence starters document for ideas on wording*]

- For some of your points, give a brief example of where you used skill/strength or how you developed it. E.g:
 - Bad: “Customer service skills”
 - Good: “Experience in customer service gained from 2 years’ work in hospitality”
- Include a couple of points about what makes you unique and stand out from the crowd
- Steer away from clichés or statements that are too general and could be talking about anybody

Score: ___ / 7

Education and Work Experience

- Put education first if most recent and/or relevant; otherwise put work history first
- For jobs and qualifications, put most recent first, then go back in time
- Dates should show month and year e.g. “Feb 2014 – present” or “July 2013 – June 2014”
- Put dates over on the right hand side, otherwise put them underneath the organisation name
- Make sure there are no unexplained gaps (more than a few months) in the dates if possible
- Locations – if in Auckland, just put suburb; if elsewhere in NZ put town; if overseas put town, country

Education

- Qualification title first (full name), then institute name (full name) and location underneath
- List a few recent courses &/or projects completed (grades optional) underneath your qualification if they are relevant, and if you haven’t got much industry experience yet (you can select the list and make it 2 columns to save space)
- If you are in your final year/semester of your qualification, write e.g. “*Expected completion date: Nov 2015*”
- List any short courses, certifications or professional development under a subheading (could be in a bullet pointed list)

Work

- Job title first, then organisation name and location underneath
- Write approx. 2-8 bullet points for your job tasks/responsibilities (or put no points if the job was irrelevant or points would be repeated from more recent jobs)
- Start each bullet point with an action verb e.g. “Assisted with ...” “Performed...” “Coordinated...”
- Be specific, not general, and don’t ramble saying unnecessary wording. E.g:
 - Bad: “Responsible for general administration and daily tasks as required”
 - Good: “Managed office administration including updating databases, answering phone calls and coordinating mail”
- Include voluntary work / community involvement, or if you have more than 1-2 things, put them in a separate section (alternatively, this could go in “Interests” section)

Score: ___ / 15

Achievements

- Put achievements either in a section of their own (if you have 2 or more), or as a subheading under the corresponding job/programme of study
- Use action verbs to begin with, e.g. “Awarded...” “Achieved...” “Participated in...”
- Be specific and quantify your achievements with numbers, %, \$ or other measure of success or improvement if possible. E.g. “Improved accuracy of financial reporting by 15% by developing a new database, saving \$2000 per month”

Score: ___ / 3

Interests

- Write a brief list of approx. 2-4 points
- Include any interesting sporting, cultural or creative interests which may help you stand out from other candidates or show transferrable skills
- Don't put anything too general or irrelevant (NOT spending time with friends and family)

Score: ___ / 3

Referees

- You can write "Available on request" and supply referees later when asked (saves space); OR Put 2 referees' details: full name, Job Title, Organisation name, phone and email
- Ensure your referees are not friends or family. They should be current or previous employers / supervisors or lecturers
- Ask referees for permission before you give their details

Score: ___ / 3

General

- Completely free of errors in spelling and grammar
- Irrelevant personal information is deleted (e.g. no gender, date of birth, nationality, marital status)
- Avoid personal pronouns such as "I" and "My"
- CV has been spell-checked and proof read by someone else
- CV is relevant and appropriate to the prospective employer (imagine you are them as you read it)
- Key skills, strengths and achievements are easy to find (employers may only spend 10 seconds skimming your CV)
- All details are up to date, honest and factual
- Customised to you and your situation, not copied
- Avoid jargon or obscure abbreviations that may confuse the reader

Score: ___ / 9

Total Score

45 – 52 points:

Well done! You have put a good effort into updating your CV! We encourage you to send your CV to the Career Centre for checking so we can give you extra tips on enhancing and tailoring it further.

33 – 44 points:

Your CV needs some further work and development. Pay close attention to the details of this checklist, as well as using templates and examples available on the Career Centre website under "Resources":

www.career.unitec.ac.nz.

0 – 32 points:

Your CV is not likely to get a second glance from future employers. See above advice.