

CV Checklist

CV writing is not an exact science, the important thing to ensure is that the document reflects you accurately. A CV should be tailored for each opportunity (it's not enough to produce a good CV and use it for everything).

The following information is designed as a quick review for you to check the presentation of your CV. The checklist is split into the core categories we would expect to see on a CV – there will likely be other sections reflected in your CV that are not covered in this checklist.

Heading	YES	NO
Is your name at the top of the page in a format that is easy to read?		
Have you included your LinkedIn and/or personal portfolio link (if relevant)		
Personal Details	YES	NO
Have you included your contact details (e.g. phone, email)?		
Have you removed any personal characteristics, such your nationality, marital status, or date of birth.		
Personal Profile	YES	NO
Is it 6 lines of text or less?		
Education	YES	NO
Does the CV have your current course first and then worked back?		
Are the start and end dates given for each institution attended?		
Do you include the name of each institution attended?		
Do you give the full title of the courses? E.g. BSc Biomedical Science		
Experience	YES	NO
Have you started with your most recent experience and then worked back?		
Are the start and end dates given for each experience?		
Do you include your job title and the company name?		
Have you given a brief summary of your main responsibilities and skills used?		

Overall	YES	NO
Your CV is ideally no more than 2 pages long (Note: does not apply to Academic and Creative CVs)		
Is there consistency in the size of fonts used throughout?		
Have you avoided long paragraphs of text?		
You have left a blank line between sections		
Has spelling and grammar been checked?		
If applying for a UK based role, you have not included a photo of yourself (Note: exception for some sectors e.g. Architecture and Creative industries).		

If you still feel that you need further support after completing this checklist and any arising actions, you can book a CV review appointment by:

- Visiting the Careers Hub
- Calling 0161 295 5000 (option1)
- Emailing careers@salford.ac.uk

At the time of booking, please provide the score you achieved on CareerSet and a copy of your CV.