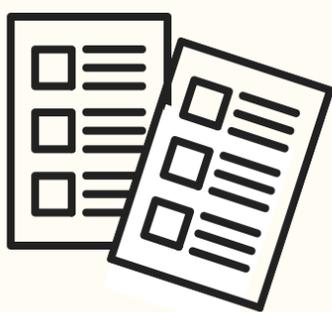


RESUME CHECKLIST

Is your CV ready for the next application?

ANSWER THESE 7 QUESTIONS BEFORE SENDING YOUR CV

Tick your answers here:



1. Is your CV longer than 2 pages?

CV shouldn't be longer than 2 pages, regardless of your experience. Omit irrelevant information and adjust the layout to fit the content to maximum 2 pages.

Yes!

No.



2. Have you tailored your CV to the job you are applying for?

Tweak your CV every time before you send it. Find the keywords in the job description and fill your CV with them, especially focusing on personal profile at the beginning of your CV.

Yes!

No.



3. Did you include correct and relevant contact details?

Insert your place of residence, email address and phone number. Cross check them every time before sending your resume to be sure they are updated and correct.

Yes!

No.



4. Do you have any unexplained gaps in your work history?

Don't try to hide your career breaks. Explain them. It is the best way to avoid any questions or concerns your future employer might have.

Yes!

No.



5. Have you kept only relevant information?

Not all information is equally important for each role. Before you send your CV, try to find the information you can omit without affecting the quality of your CV and your application.

Yes!

No.



6. Were you consistent with formatting?

Consistent formatting is the foundation of a well-structured, neat and easy-to-read CV. Use maximum 2 colours or 2 font styles in your CV to highlight the subheadings and to structure it better.

Yes!

No.



7. Did someone else proofread your CV to check for any mistakes?

When you work on your CV for a long period of time, it is impossible to notice your own spelling and/or grammar mistakes. To avoid sending a flawed CV, share it with another pair of eyes.

Yes!

No.

If all your answers are in lighter grey boxes - congratulations!

Your CV is ready to go.