

TEJU'S 9 POINT CV CHECKLIST

Have you ticked off the 9 Ps?

- 1 Presentation & Pages**
 - Adopt a tidy presentation using a 10 or 12-point, non-serif font, e.g. *Arial*
 - Consider using a template. This can be [found online](#)
 - Unless there is a [good reason*](#), ensure your CV is no more than 2 pages
- 2 Personal Details**
 - Place this at the top, using your name as the title, never Curriculum Vitae
 - You can also include email, location/post code and your mobile number
 - Do not add your address if placing your CV online
 - Use a professional email address, e.g. *jsmith@hotmail.com*, not *gamer47@hotmail.com*
- 3 Profile Statement**
 - Make this powerful, short, snappy and interesting
 - Use words/phrases that reflect who you are/what you have achieved
Solutions-driven, Prince2 qualified, Project Manager with experience of instigating global growth and transformational change.
- 4 Proficiencies (Work History/Qualifications)**
 - Include your skills and education here
 - Unless you are a millennial, do not include primary/secondary schools but summarise number of "A-Levels" and GCSEs
 - If you have little or no qualifications, place your skills first
- 5 Present/Previous Positions**
 - List this in descending chronological order
 - Include achievements and stats, not just duties, e.g. *boosted sales by 35%*
 - Make your CV search engine friendly by including industry, words and acronyms and software applications you have used in your roles
- 6 Pauses (Gaps in your work history)**
 - You can use a career break to your advantage
 - Took time off to travel? Why not call yourself a Cultural Anthropologist?
 - If you were a house wife/husband (Domestic Concierge), emphasise how you learnt and developed new skills. **No life experience is invalid.**
- 7 Professional References**
 - Save space, leave this out. It is obvious that references will be provided.
- 8 Pastimes (Interests)**
 - Recruiters will be looking at several similar CVs and spending only six seconds on each, so show a bit of your personality here
 - Include your interesting hobbies and interests (but don't overdo it)
- 9 Proofread**
 - After checking to identify spelling or grammar errors, read aloud
 - Once you have finished going through your CV meticulously, ask a third party to proofread it for you.

THE JOB OF YOUR CV

Your CV is a marketing tool for potential employers. Curriculum Vitae means, "course of (one's) life" in Latin and with your CV, you are providing a brief life history, focused on your skills, qualifications and work experience.

Your CV needs to attract employers, reel them in and get them to offer you an interview, in view of you consequently working for them.

* Some industries/professions require a longer CV, stating all projects worked on, for example.