



CV CHECKLIST

Is your CV market ready?
Ask yourself the following questions before sending it to
prospective employers or recruiters.

		
Is it relevant and focused on the type of job you are applying for?	<input type="radio"/>	<input type="radio"/>
Does it highlight your work history and experience, with positions, organisations and date clearly listed in reverse chronological order?	<input type="radio"/>	<input type="radio"/>
Does it highlight relevant education, training and other qualifications?	<input type="radio"/>	<input type="radio"/>
Does it feature a strong profile and/or summary of transferable skills?	<input type="radio"/>	<input type="radio"/>
Is the layout and format professional and consistent throughout the document?	<input type="radio"/>	<input type="radio"/>
Is it short and to the point? If your CV is more than 2 – 4 pages will need condensing.	<input type="radio"/>	<input type="radio"/>

*If you have answered 'no' to any of these questions then your CV will need some work.
Speak with your H2R Consultant for more advice.*