CV CHECKLIST

Is CV or Curriculum Vitae the title of your document? **If Yes, you need to change this**	This is outdated and unnecessary. As most CVs are sent digitally, the file name of the document should be enough to signal to the recruiter what it is. Plus, if you have formatted your CV correctly, a prospective employer will know that it is a CV with one glance. Treat your name as the title of the document. After all, your CV is all about you.
Is your date of birth on the CV?	As your age does not affect your ability to do the job you are applying for, it has no place on your CV. Employers should measure your ability on years of experience, not how old you are.
Do you have a photo on your CV?	In some countries, a headshot is customary. However, in others, a photo of yourself is not required. Firstly, employers should judge you on your skills and experience, not what you look like. Therefore, it is more beneficial to fill the space with the details they are looking for. Secondly, a photo can often reveal your age, or at least give a general idea of it. Avoid the possibility of age discrimination by not including a headshot on your CV.
Are there references listed?	How useful is the line 'References available upon request' at the end of your CV? Not very. If your new employer wants a reference, they will ask for it, so use that space on the page for more important points to show recruiters what a great hire you would make.
Is your email address a professional one?	It should include your name, preferably first name and last name. It should be a personal email address, not one shared with a partner or family. Try not to use numbers or underscores.
Do you have a CV Summary Paragraph NOT a personal statement?	In this you include information that is directly relevant to the role you are specifically applying for. What I would be looking for is a summary of the parts of your resume that relate to the position you are applying for. Look at it from the client's perspective; what are the major areas, in this role and in this business, where you can deliver improvement?
Is your employment history in chronological order with no gaps?	A chronological resume is the most used out there, it's the employer's favourite as it is very easy to read and it's hard to hide anything in it. CV gaps are understandable, but they are a red flag to potential employers.

Have you only listed the last 10-15 years' experience?	A CV should go back no more than between 10-15 years or your last 5-6 employment positions in reverse chronological order if within this time. Quite simply, this is so your CV is concise and relevant.
Have you used bullet points?	Use bullet points instead of paragraphs on your resume as it's more reader friendly and easy for a hiring manager to skim through
Have you listed max 6 achievements under each role?	Achievements have three elements: 1. What you did 2. How you did it 3. The result or benefit or outcome or impact or value of what you did. **Remember:** Achievements are things you did which added value, made a tangible or noticeable difference and contributed to the business of the organisation.
Are your qualifications listed	Itemise any relevant qualifications in chronological order enables the employer to see what you have been up to recently.
Are all the systems you have used listed	Its important for these to be on your CV especially if one of the key projects for an employer is to implement a certain TMS.