

## EC Futures - CV Checklist

\*\*\*Please use this checklist as a guidance **only** - this is not instruction. The content of the will need to be tailored and targeted for each role. Therefore, the ordering of the sections will depend on your relevant skills and experience for each position that you are applying for. Please note, in the vast majority of cases you will only need to change certain words in sections, and not the entire CV.\*\*\*

Layout	Feedback
<ul style="list-style-type: none"> <li>• No more than 2 pages</li> <li>• Typography</li> <li>• Margins</li> <li>• Spacing</li> <li>• Always aim for reverse chronological order – when listing dates ensure it states the month and then year (September 2014)</li> </ul>	
Personal details	Feedback
<ul style="list-style-type: none"> <li>• Name (in capital letters, larger font)</li> <li>• Address</li> <li>• Contact phone number</li> <li>• Professional email address</li> </ul>	
Personal profile	Feedback
<ul style="list-style-type: none"> <li>• Summary approach of what they are or what they do – 4 or 5 lines</li> <li>• Written in passive third person</li> <li>• Ensure that the information that you include in this section has been taken from the job description for the position that you are applying for.</li> <li>• Begin with a clear introduction to yourself, then look at the job description and state the soft and technical skills that you can demonstrate and evidence in your CV. Lastly, ensure that you tell the employer where you are headed, state the industry.</li> </ul>	
Education	Feedback
<ul style="list-style-type: none"> <li>• Education &amp; qualifications combined – please do not separate out the two.</li> <li>• Breakdown your university degree and highlight relevant modules, with percentages for each of the modules.</li> <li>• Reverse chronological order with dates (month and year)</li> </ul>	
Relevant Project Experience	Feedback
<ul style="list-style-type: none"> <li>• Use a professional framework (CARL Model) to help to structure this section.</li> <li>• Focused on responsibilities, achievements in the role</li> <li>• Highlighted soft and technical skills gained during the project – targeted on the skills listed in personal profile, and or job description.</li> <li>• Used terminology relevant to the project they're applying for and used relevant POWER WORDS</li> </ul>	
Technical skills	Feedback
<ul style="list-style-type: none"> <li>• Produced a list of technical skills. These do not require examples; it can be a simple list which has been targeted to the job role</li> <li>• Do not state if it is beginners, intermediate or advanced level knowledge.</li> </ul>	
Employment / Volunteering	Feedback
<ul style="list-style-type: none"> <li>• List of any other part time /voluntary work experience (that is not relevant)</li> <li>• Ensure that you have talked about your duties in this section. You also need to focus on the skills that you developed as a result of your experience.</li> </ul>	
Achievements / interests	Feedback
<ul style="list-style-type: none"> <li>• For most students, this is the section that allows you to stand out and be different from others on your course.</li> <li>• This is where your passion for the industry and personality will come through.</li> <li>• Mention interesting information – not things like “I enjoy socialising and going out with friends” Good examples include, Sports, Societies, Competitions entered, Travelling, fundraising etc</li> <li>• If you have signed up to any professional bodies, then please state this in your CV.</li> </ul>	
References	Feedback
<ul style="list-style-type: none"> <li>• <b>References available upon request</b></li> </ul>	