

# CV CHECKLIST (NO EXPERIENCE)

DATE: \_\_\_\_\_

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## **PERSONAL DETAILS:**

- ☐ UP TO DATE CONTACT INFORMATION
- ☐ HYPERLINK TO LINKEDIN PROFILE.
- ☐ CONSISTENT DETAILS ACROSS CV, COVER LETTER, AND LINKEDIN PROFILE.

## **PERSONAL PROFILE:**

- ☐ NO LONGER THAN 6 LINES.
- ☐ TAILORED TO THE JOB DESCRIPTION.
- ☐ INCLUDES SOFT SKILLS.

## **SKILLS:**

- ☐ SOFT, TRANSFERABLE AND INTERPERSONAL SKILLS HAVE BEEN STRATEGICALLY PLACED THROUGHOUT YOUR CV.
- ☐ SKILLS LISTED ARE RELEVANT TO THE JOB TARGETS.

## **EDUCATION AND QUALIFICATIONS:**

- ☐ THE MOST RECENT EDUCATION OR TRAINING IS LISTED FIRST.
- ☐ DEGREES, COURSES, OR CERTIFICATES ARE ACCURATELY INCLUDED, STATING THE COURSE NAME, ISSUER AND ISSUED DATE.
- ☐ INCLUDES ERASMUS PROGRAMMES, INTERNSHIPS, APPRENTICESHIPS, OR ACADEMIC ACHIEVEMENTS AND PUBLICATIONS.

## **EXTRACURRICULAR ACTIVITIES:**

- ☐ INCLUDES VOLUNTEER WORK, STUDENT SOCIETIES, PUBLIC SPEAKING, LANGUAGE LEARNING, LEADERSHIP ROLES, CREATIVE HOBBIES, SPORTS TEAMS, OR ACADEMIC ACTIVITIES THAT ARE RELEVANT TO THE JOB.