



CV Checklist

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"The Ultimate Job-Seekers Resource"

This checklist is one in a series of Fact-Sheets produced by CV Master Careers. Available to download for free at: <http://www.cvmaster.co.uk/career-downloads/>

Follow this handy Checklist when sending your CV to ensure you are making the right first impression.

	<input checked="" type="checkbox"/>
Check your CV thoroughly, is it suitably concise?	
Does it demonstrate how you are right for the job?	
Does it emphasise your key skills?	
Get someone else to proof read the CV. If this is not possible then check it twice, ideally leaving at least 2 days between checks.	
When printing your CV, make sure you use high quality paper (100 grams +).	
Send your CV in a board-backed envelope or slim presentation folder. Avoid bulky presentation folders, the 'Cityfile' supplied by CV Master Careers is an ideal folder for sending your CV.	
Re-read it once more from the viewpoint of the employer, have you given enough of a reason to be asked for an interview?	
If you are intending to e-mail the CV make sure the file name that you have saved it under is suitable, e.g. 'Joe Bloggs_CV'.	
Make sure you have the correct name of the recruiter, on the envelope. Do not address the package to 'the Manager' (unless instructed to do so).	
Include a Covering Letter, ensuring that you have the correct name, as before.	
See our " Checklist for sending your Covering Letter " and ensure that you have addressed the relevant points.	

Good Luck, and please let us know how you get on with this checklist, we are open to suggestions if you have any wisdom that you would like to share with other jobseekers, please email suggestions@cvmaster.co.uk

Purchase everything you need to print and send your CV from CV Master Careers