

CV Checklist

	Done	Needs work	Details
CONTENT			
Functional vs Chronological vs Hybrid			
PRESENTATION			
Elements			
Personal Info (Are you including LinkedIn URL – Twitter handle?)			
Career Summary			
Summary of Qualifications			
Language/Computer			
Interests/References			
Education			
Accomplishment Statements			
Challenge-Action-Result			
Identifies Transferable Skills			
Clarifies Unique Brand			
Language			
Quality of verbs			
Formatting			
Font			
Use of space			
Length			
Proofread			
COVER LETTER			
Paragr1: intro			
Paragr2: specific to employer			
Paragr3: value demonstrated			
Paragr4: conclusion/enthusiasm			
OTHER			
Translated CV	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Registered on LinkedIn	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Reference sheet prepared	Yes <input type="checkbox"/>	No <input type="checkbox"/>	