

CV Checklist

Where you are applying for work (of any type) in New Zealand, this resource should help you to check that your CV follows typically sought content and structure. Note however, that some employers use their websites or social media presence to provide job applicants with CV guidelines or instructions. Where this includes organisations to which you are applying, their guidelines/instructions must be followed. Massey students and graduates can access more information on CV and cover letter development through the 'Get started' section of the Career and Employability Service's website (<http://careers.massey.ac.nz>) and the 'Resources' tab on Massey CareerHub (<https://careerhub.massey.ac.nz>).

Content	
Relevant contact information is included: Name, address, telephone number(s), professional email address and, where applicable, link to LinkedIn profile, portfolio etc. Irrelevant information has NOT been included: Typically, date of birth, marital status, religion, health, number of children and a photograph.	<input type="checkbox"/>
Personal statement/profile/career objective (usually optional): 1 - 2 brief paragraphs highlighting key skills and experience, why you got into your area of study/work and your career aspirations. If you wish to include a career objective, place it near the beginning and ensure that it is specific to the particular organization & role. Where you entitle this section 'Profile' you should use it to offer a brief summary of your most relevant skills and experience.	<input type="checkbox"/>
Relevant skills and attributes: Skills/attributes the employer wants are clearly highlighted, using key words and specific examples of experiences that demonstrate each of these skills/attributes.	<input type="checkbox"/>
Education and qualifications included: Current/most recent tertiary education and any awards and achievements. May mention secondary school if recent, but not in too much detail. Dates, institution and qualifications should be listed.	<input type="checkbox"/>
Work experience: Name of organisation, job title and dates (from and to), responsibilities and specific achievements in the role concerned. Current/most recent role first. Say most about any relevant work experience that you've had.	<input type="checkbox"/>
Voluntary experience: Experience with charities, not for profits, clubs, etc. is outlined in a similar format to work experience. Name of organisation, role and dates with short explanation of what was involved.	<input type="checkbox"/>
Interests and activities (usually optional): Interests and activities should be ones that you currently pursue and can be used to highlight relevant skills, level of involvement etc.	<input type="checkbox"/>
Referees included: The names and contact details of two-three referees whom you have asked, who have agreed to be your referees and to whom you have given a copy of your CV. Alternatively, say 'Available on request'.	<input type="checkbox"/>

General impression	
CV is tailored to the job and includes skills and attributes asked for in the advertisement/job description.	<input type="checkbox"/>
An appropriate style has been used – e.g. skills-based, vocational, academic, modern or traditional.	<input type="checkbox"/>
All sections of your CV are in a logical order.	<input type="checkbox"/>
Format	
A consistent style, layout and design have been followed.	<input type="checkbox"/>
Your CV is easy to skim read, with clear layout and enough white space on each page.	<input type="checkbox"/>
Your CV is between 2-3 pages or in line with the typical length for the role (e.g. academic CVs are longer).	<input type="checkbox"/>
Short sentences and bullet points rather than lengthy paragraphs have been used.	<input type="checkbox"/>
Language	
Your CV has a positive tone and action words/verbs have been used.	<input type="checkbox"/>
No abbreviations are used (e.g. BBS, B.V.Sc.) or, where used, they have been explained.	<input type="checkbox"/>
Spelling, grammar and punctuation are accurate.	<input type="checkbox"/>