

Final CV Review & Application Checklist

Complete this check before submitting each version

CONTENT

- ☐ The CV is tailored to the opportunity.
- ☐ The strongest and most relevant evidence is easy to find.
- ☐ Every claim is accurate and can be discussed in an interview.
- ☐ Achievement bullets show action and contribution, not only duties.
- ☐ Unnecessary personal information has been removed.

QUALITY

- ☐ Spelling, grammar, names, dates and contact details are correct.
- ☐ A trusted person has proofread the final version.
- ☐ Formatting is consistent, and there are no awkward page breaks.
- ☐ No placeholder text, comments, tracked changes or hidden notes remain.

SUBMISSION

- ☐ The requested file format has been used.
- ☐ The filename is professional.
- ☐ Links open correctly.
- ☐ The CV matches the information in the application form and cover letter.
- ☐ A copy of the submitted version and vacancy description has been saved.

Common mistakes to avoid

- Using one generic CV for every application.
- Listing duties without explaining contribution or impact.
- Including unsupported claims or exaggerated skill levels.
- Allowing the most relevant evidence to appear near the end.
- Using dense paragraphs, inconsistent dates, decorative graphics or a very small font.
- Submitting without checking the employer's instructions.

Final reminder

Keep a master record of projects, responsibilities, feedback, results, awards and training so future CV versions are faster to tailor and contain stronger evidence.