

Master's CV Final Review & Application Checklist

Complete this check before submitting each tailored 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

Maintain an evidence inventory containing projects, methods, datasets, outputs, stakeholders, feedback, results, awards, teaching, publications and professional development. This makes future tailoring faster and prevents strong postgraduate evidence from being forgotten.