

# Checklist for Curriculum Vitae

Ensure you can tick each statement before you hand up your CV for correction. If any statement cannot be ticked, make the necessary changes.

- Is your CV word-processed?
- Have you used the same font throughout?
- Have you corrected any spelling and grammar errors?
- Does your CV fit onto two A4 pages?
- Have you checked the layout and presentation of your CV?
- Have you been consistent in the use of capital letters, underlining, punctuation, tabulation, bold and italics?
- Does your CV include four items under "Personal Details"?
- Have you stated at least two skills and two qualities in a written statement?
- Did you include your Educational Qualifications?
- Are your Educational Qualifications in reverse chronological order, i.e. most recent first?
- Did you include the full name and address of each school you have attended?
- For your Junior Certificate, did you state: the year of the exam, subjects, levels and grades you received?
- For your Leaving Certificate, did you state: the year of the exam, subjects and levels you are taking?
- Did you include Link Modules (not LCVP) as a Leaving Certificate subject?
- Under the heading of Work Experience, have you included: the date of the work experience, the employer's name and address and the duties you carried out?
- Have you listed your achievements, hobbies and interests, giving at least two of each?
- Did you give the names of two referees?
- Did you state the job title, of each referee?
- Did you state the name, address and telephone number of the organisation for each referee?
- Have you updated your CV if it is some time since you first prepared it?

Proof read your CV once again before including it in your portfolio. Make any corrections necessary. Remember to submit your best CV for assessment.