



## HOW GOOD IS YOUR CV?

Score 1  
point

Questions to ask yourself		Yes	No
1	Is your CV two pages or less and is it on a plain white background		
2	Does it have bullet points		
3	Does it have a standard typefaces such as Arial, 10 or 11 points		
4	Is it written in Word and have you used Spell-Check		
5	Is education & training at the end of the CV and have you left out irrelevant education		
6	Is it a bespoke CV		
7	Does it include your Name & Address at the top		
8	Does it include Post Code		
9	Does it include phone numbers with STD codes		
10	Does it include your email address		
11	Is there a Personal Profile		
12	Are your responsibilities recorded		
13	Are your achievements recorded		
14	Have you used positive words - implemented; achieved; saved		
15	Do you start with current employment and list in descending order		
16	Are the dates of employment clear and consistent, with no unexplained time gaps		
17	Have you recorded Job Titles and what they mean		
18	Have you described the employer's industry sector, nature of business - with hyperlinks		
19	Do you describe the scale of the operation, such as turnover, number of employees etc.		
20	Do you describe the scale and scope of your roles e.g. number of staff you managed, budget size		
21	Have you used key words e.g. Tesco, Sainsbury		
22	Is all the content relevant		
23	Is the CV honest and factual and is it up to date		
24	Is the position you are applying for appropriate to your experience and within your level of competence		
25	Have you left out referees		
26	Have you made sure you have not used abbreviations or jargon		
27	Have you left out references to salaries		
28	Have you left out irrelevant personal details e.g. names of children		
29	Have you left out your reasons for leaving		
30	Have you made sure you do not have a silly email address		
Total			
Difference			

**How would you rate your score? Does your CV grab the reader's attention? Will it get you an interview?**

**Terry Abra JLC Solutions Logistics Recruitment 01858 465957 07766 661730**

[terry@jlc-solutions.co.uk](mailto:terry@jlc-solutions.co.uk) [www.jlc-solutions.co.uk](http://www.jlc-solutions.co.uk)