

CV Checklist

Use this checklist to ensure your CV has all the essential components and is representing you in the very best way.

# General Tips

* Start from scratch, don’t try to adapt a CV you already have
* Maximum length of 2 pages
* Easy to read - use a standard font (size 11 or 12), well spaced, good margins, use bullet points where possible (avoid large blocks of text), use bold or underlined to help define layout
* Save as ‘Word’ document or as pdf - use “[your name] CV” as the document title (e.g. John Smith CV)
* No gaps - between education, employment and other dated events (such as volunteering), there should be no time unaccounted for
* Print a copy for review - proofread via a printed copy to ensure it looks as you intended and that there are no spelling or grammar errors
* At least 3 other people have read the CV and given feedback - these should be people related to pharma/med device industries if at all possible
* Every point made can be backed up with examples if required at interview
* Remember that writing your CV will take a few attempts and you should be revisiting it in response to feedback and new information throughout your job hunt

# Personal Information

* Name, Address, Telephone number (mobile number is fine)
* Email (professional sounding email address) & LinkedIn link
* Does NOT include date of birth, nationality or marital status. You should not include a photo

# Personal Profile/Summary

* 2-5 sentences max
* Brief description of skills and achievements that is attention grabbing (this is your first impression and may determine whether someone reads any further)
* Tailored for each application using key words from the job advert
* This should directly address your reskilling while highlighting that you already have skills of interest to this new industry

# Education

* Entry for each institution, organised in reverse chronological order (most recent first)  
    
  Each entry has:
* Full institution name and dates of attendance
* Course title and grade for each
* Include any relevant modules or projects

# Employment History

* Entry for each past employment, in reverse chronological order (most recent first)
* Entries do NOT include jargon, don’t assume the person reading knows anything about your previous industry

Each entry has:

* Company name and dates of employment
* Job Title
* Responsibilities - as bullet points (max of 8 for most recent role, less for older roles), 5-12 words per bullet point, tailor these for each job application using key words from the advert
* Achievements - as bullet points, should be specific with clear outcomes, use quantifiable examples where possible (approximations are fine where specifics unknown), include targets and performance against them

# Courses & Qualifications

* List any professional qualifications first
* List other relevant courses

# Additional Information & Hobbies

* Focus on hobbies and activities that have transferrable skills attached to them (such as team work or leadership)
* Two or three examples

# References

* List two references with job titles and contact information (at least one should be a previous employer) OR state “Available upon request”