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CV checklist



Even if you're someone who's confident in putting together a job application, it's still incredibly easy to miss something – something that could make the difference between getting a job or not. So, to make sure this doesn't happen we've put together a quick CV checklist to help you to make sure you've not missed anything.

If you can tick off all of these points then you're good to go!

Personal details

Have you included the right personal details? Check and double check your contact details are correct and leave out anything you've not comfortable disclosing, such as age or gender. However, if you are British, you may want to include this as it shows you're able to legally work in the UK. The same is true if you're not British but have all the appropriate paperwork to allow you to legally seek work.

Skills	<p>Have you included soft and hard skills? As well as your experience with advanced computer software or additional qualifications you also want to highlight those all-important transferable skills.</p> <p><u>What are transferable skills? (/careers-advice/content/transferable-skills/)</u></p>
References	<p>It's not necessary to note the details of your referees on your CV, but you should state that details of references are available on request. It's always best to show that you have (good) references ready should you get the job.</p>
Presentation	<p>Ideally, a CV shouldn't be longer than two sides, although if you're more senior this can be increased to 3 pages as long as it's all relevant. It should look clean and tidy with no frills or fancy attachments, and all of your information should be clearly laid out. See <u>our downloadable CV templates (/careers-advice/cvs-and-applications/which-cv/)</u> for how to present your CV.</p>
Spell check	<p>We've said it before, we'll say it again. Spell check your CV! And it's not even enough to just spell check it with a computer programme – you need to ensure that the grammar is also correct. If you don't feel comfortable doing this yourself then get a friend to help you out. And make sure you don't miss our 10 CV mistakes to avoid (/careers-advice/cvs-and-applications/10-cv-mistakes-to-avoid/).</p>
Make the most of our CV tools	<p>Before you press 'send', give yourself the best shot at landing the job with our comprehensive free CV advice (/careers-advice/cvs-and-applications/). From funny CV bloopers to free CV downloads, make sure that your CV is in the best possible shape.</p>

Related articles:

Answering competency questions (</careers-advice/cvs-and-applications/answering-competency-questions/>)

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Get expert CV help



Struggling to turn your experience into a great CV? Our friends at CV KnowHow can help you - their team of expert CV writers are ready to talk to you today and help you create the perfect CV.

Get your CV rewritten by an expert (http://www.cvknowhow.com/cvreview/cv-review.php?affiliate_id=totaljobs&campaign=tjcareersadvice)

Upload your CV



When you've written your CV, it's time to upload it (<https://www.totaljobs.com/Authenticated/Login.aspx?ReturnUrl=%2fAuthenticated%2fProfile.aspx>). Apply for the latest jobs and get noticed by employers.

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