



How do you rate your CV

It is useful to look at your CV with a critical eye as this is what a selector will do. To do this you need to be aware of what makes an effective CV. So, what should you be looking for? Use the categories on this form to rate your CV, or better still, get someone else to look at it. This will help you assess the impact it has on the person receiving it.

Categories for rating	Yes	Mostly	No	Suggestions for improvement
Does it have an immediate, positive visual impact?				
Does the CV have a logical structure to it with appropriate headings?				
Is the language clear, and free of spelling and grammatical errors?				
Is it relevant to the particular job and company? Are all necessary elements included?				
Does it emphasise what you have to offer the employer?				
Does it make the most of positive action words?				
Does it highlight your relevant skills?				
Does it provide evidence of your skills?				
Does it stress your achievements?				
Is it easy to extract basic, factual information?				
Does it omit irrelevant personal details?				
Is it a good example of your written communication skills?				
Does it provide an insight into your personality?				
Is the CV an appropriate length?				
Is the CV an effective marketing tool?				

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