



Cage and Co Recruitment

## **YOUR RESUME CHECKLIST**

Your CV should be job- and employer-specific. Use the following checklist to make all the difference and make sure yours stands out.

### **STYLE AND FORMAT**

- Don't use more than two or A4 sides, except for exceptionally high-level position applications.
- KISS- Keep it short, simple.
- Use bullet points.
- Use the same font throughout
- Be clear about what you did in each role
- Use bold or italic to draw the reader's eye to key points.
- Use a preformatted [CV template](#) in Microsoft Word.
- The wording should remain 100% professional no matter the role you are applying for.
- List the position before the company.
- A good CV should flow in logical order: contact details, summary statement, experience starting with your most recent job, education and training.

### **CONTACT DETAILS**

- Include your phone number, email address, and LinkedIn profile. Ensure that your email address is professional. Provide your contact details at the top.

### **COVER LETTER**

- The cover letter is your sales pitch. In a quick glance it should State why you should be selected for this particular role, with a clear match of your skills to the role applied for.

### **EDUCATION AND TRAINING**

(If you are a student, place this section before your employment history.)

- List your education and training in reverse chronological order.
- Include all formal education post-secondary school.
- Detail all certificates, qualifications and additional education.

## EXPERIENCE

- List your experience/employment history in reverse chronological order.
- Highlight key responsibilities and accomplishments.
- Back up your achievements with figures, percentages and data where possible.

## PROOFREAD

- Spelling and grammar checks are essential. Get several people to read over your CV to be 100% sure that everything is correct.

**“DO NOT PUT YOUR DOB ON YOUR CV AND DO NOT LIE” ABOUT YOUR SKILLS OR EXPERIENCE.**