

# Your CV Checklist



## Introduction

The average Recruitment Consultant or Hiring Manager spends less than a minute reading a CV before saying yes or no.

So how do you ensure that your CV hits the in tray / yes pile rather than the delete folder / no pile.

Research shows these are just some of the reasons why CV's go to the no pile:

- Spelling and grammar mistakes
- Too long
- Your resume has responsibilities but not accomplishments
- CV too generic, not sufficiently tailored to the role for which you are applying
- Blocks of text, no bullet points
- CV not up to date
- Using an MS Word Template
- Your most recent work experience does not appear on the top half of page 1 of your resume



And these are just some of them.

The following checklist has been designed to assist you in reviewing your CV. Obviously in a perfect world, you should have no ticks in the 'No' column.

**Best Regards**

**David Beck**

**Managing Director**

**The rpc Group of Companies**

	Yes	No
1. Is your CV three pages long or less?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is it on a plain white background?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does it have bullet points?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does it have a clean looking typeface e.g. Arial 11?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is it in Word format?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you spell checked it?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is Education and Training at the end of your CV just above Hobbies and Interests	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you left out any irrelevant training courses and education	<input type="checkbox"/>	<input type="checkbox"/>
9. Is it a bespoke CV? i.e. not based on an MS Word Template?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does it include your name and address at the top?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does it include your post code?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does it include your mobile phone number as well as landline	<input type="checkbox"/>	<input type="checkbox"/>
13. Does it include your email address?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does it have a "sensible" email address?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does it have a Personal Profile Statement?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are your responsibilities recorded and just limited to the key ones	<input type="checkbox"/>	<input type="checkbox"/>



*Have you read your final CV at least twice?*

	Yes	No
<b>17.</b> Are your achievements recorded, quantify wherever possible?	<input type="checkbox"/>	<input type="checkbox"/>
<b>18.</b> Have you used “action words” i.e. achieved, saved, etc?	<input type="checkbox"/>	<input type="checkbox"/>
<b>19.</b> Do you start with your most recent / current employment first and then list other employment in descending order?	<input type="checkbox"/>	<input type="checkbox"/>
<b>20.</b> Are your dates of employment clear and consistent, with no significant unexplained gaps?	<input type="checkbox"/>	<input type="checkbox"/>
<b>21.</b> Have you recorded job titles for each employment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>22.</b> Is your most recent work experience showing on page 1	<input type="checkbox"/>	<input type="checkbox"/>
<b>23.</b> Have you briefly described the employer’s industry sector, nature of their business and used hyperlinks?	<input type="checkbox"/>	<input type="checkbox"/>
<b>24.</b> Have you described the size of their operation, such as turnover, number of employees etc?	<input type="checkbox"/>	<input type="checkbox"/>
<b>25.</b> Have you used key words e.g. those relating to your key skills and industries, you have worked in?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
<b>26.</b> Is all content relevant?	<input type="checkbox"/>	<input type="checkbox"/>
<b>27.</b> Have you described for each of the roles you have held the scale and scope of your role e.g. number of staff managed, size of budget managed etc?	<input type="checkbox"/>	<input type="checkbox"/>
<b>28.</b> Is your CV honest and factual?	<input type="checkbox"/>	<input type="checkbox"/>
<b>29.</b> Have you left out referees details?	<input type="checkbox"/>	<input type="checkbox"/>
<b>30.</b> Have you made sure you have not used any acronyms, abbreviations and jargon?	<input type="checkbox"/>	<input type="checkbox"/>
<b>31.</b> Have you left out all references to salaries?	<input type="checkbox"/>	<input type="checkbox"/>
<b>32.</b> Have you left out your date of birth?	<input type="checkbox"/>	<input type="checkbox"/>
<b>33.</b> Have you left out other irrelevant personal details e.g. names of children, that you are married etc?	<input type="checkbox"/>	<input type="checkbox"/>
<b>34.</b> Have you left out reasons for leaving?	<input type="checkbox"/>	<input type="checkbox"/>
<b>35.</b> Have you made sure your CV does not include your photograph?	<input type="checkbox"/>	<input type="checkbox"/>
<b>36.</b> Have you read your final CV at least twice for mis-spellings typos and poor grammar?	<input type="checkbox"/>	<input type="checkbox"/>
<b>37.</b> Have you asked another person to proof read your CV?	<input type="checkbox"/>	<input type="checkbox"/>

PS : If you enjoyed reading this guide, why not head over to The rpc Group of Companies **Blog Page** where you can view an array of content on Recruitment, HR and Management.

## Need Help With Your Recruitment?

You can get in touch with the rpc team in multiple ways.

Call us on: **+ 44 (0) 23 8022 4654**

Alternatively, email us on [info@therpcgroup.co.uk](mailto:info@therpcgroup.co.uk)

Do also **follow us** on LinkedIn. We have our own Group on LinkedIn entitled “The rpc Group of Companies”.

You can also follow us on Twitter [@therpcgroup](https://twitter.com/therpcgroup)

We have a Facebook page **“The rpc Group”**, click on “Like” and two Groups, one called “rpc Group of Companies” and the other “Friends who like The rpc Group of Companies” both of which you can apply to join.

And an Instagram page [@rpcrecruitment](https://www.instagram.com/rpcrecruitment)

If you wish to follow me personally (David Beck), my Twitter account handle is [@rpcrecruiter](https://twitter.com/rpcrecruiter).

My Instagram account name is [beck1084](https://www.instagram.com/beck1084) and I have a Facebook page **“David Rpc”**, click on “Friend Request”

### **The rpc Group of Companies has 6 operating divisions:**

**rpc I technical recruitment** formerly known as **rpc search and selection** is a leading technical recruitment specialist in logistics and supply chain, engineering, FM, Military and Defence, IT and Telecoms positions across the whole of the UK.

It has 2 sub brands – **rpc I logistics & supply chain recruitment** and is one of the UK’s oldest established executive search and selection companies with its origins going back to 1985 and specializing in filling key UK based management roles for leading organisations operating within the Logistics and Supply Chain and related sectors.

**rpc I IT and telecoms recruitment** – our newest division specialising in IT and Telecoms positions across the whole of the UK.



**rpc I foodservice recruitment** is a leading recruitment specialist in the foodservice sector. Operating throughout the UK and Internationally in the areas of Delivered Foodservice - All temperature spans, Contract Distribution, Food to Go, Van Sales, Food Ingredients, Catering Disposables, Catering Equipment, Foodservice Manufacturing, Fresh Produce, Meats, Seafood, Charcuterie and Fine Foods and Cash and Carry.

**rpc I catering & hospitality recruitment** is a leading catering and hospitality recruitment specialist in supplying Chefs of all grades and Hospitality General / Deputy / Assistant / Restaurant / Bar Managers / Sommeliers and Mixologists and Hotel staff of all levels throughout the UK and Internationally.

**rpc I commercial recruitment** is a leading commercial recruitment specialist for Sales, Marketing, Business Support, HR and Finance positions across the whole of the UK.

**rpc I international recruitment** is an international technical recruitment consultancy and in addition to its core strength of managing logistics and supply chain assignments worldwide, also focuses on the additional sectors of facilities management, catering and life support services, military and defence support services, aviation, security, fuel supply and distribution, IT and telecoms, retail and wholesale, cruise ships, mining, engineering and construction including oil and gas.

**rpc I interim recruitment** specialises in the growing market of supplying Interim Managers and Consultants in the UK and Worldwide. All recruitment divisions source HR / Personnel, IT, Sales / Business Development and Finance Executives who have particular experience in the sectors in which **The rpc Group of Companies** operates.

Thank you for taking the time to read this guide.

**Best Regards**

**David Beck and Anita Searle**

**Co-Directors**

**The rpc Group of Companies**

