

**WRITE  
RESUME**

**CV READINESS CHECKLIST**

Is your CV market ready? In a difficult market, your CV may be one of more than a hundred submitted for a role. A targeted document with relevant information is key to getting it screened in.

Complete this short questionnaire to check that your CV is going to get you that all important screening call. If you answer "No" to any of the following questions, your CV may need some work.



YES NO

1

Is your CV between 1 and 3 pages long, a clean and modern layout and easy to read with headings and white space between sections?



A modern CV in NZ is typically between 2 and 4 pages long. Remember if being scanned by a human you have about 10 seconds to catch attention with relevant key words. If being scanned by an ATS system it is programmed to look for specific information. If it's not relevant, leave it out.

2

Is your CV targeted to your next role? Does the front page contain a "Key Skills" section relevant to the job you are applying for?



Your CV should contain keywords right throughout the document but the Key Skills section the first page should include both transferable skills and relevant technical skills you have specific to the job you are applying for.

3

Do you have a "Professional Profile" section on page one that accurately reflects who you are professionally and the value you can add to your next organisation?



This is the first section under your name and contact details. In one or two brief paragraphs describe the skills and attributes that make you a top candidate, what sectors you have experience in and most importantly the value you add.

YES

NO

**4** Is your career/work history listed in reverse chronological order (your most recent role first going as far back as is relevant)



Go back at least 10 years if you have been working that long and further if the work you did was relevant to your current job search. Remember people are most interested in what you have been doing the last 10 years or so and a shorter career history can eliminate any potential age bias as well.

**5** Have you focussed your work experience on your achievements rather than a long list of tasks or responsibilities?



Keep your responsibilities or key tasks list to 6 - 8 bullet points for your most recent role, less for older roles. Include scope and purpose of your role rather than a long list of every activity you do. Achievements show how you have added value and used your skills and are far more impactful.

**6** Does your CV contain relevant training, qualifications and certifications on the front page?



If the roles you are applying for specify a qualification, certification, licence or any other training as being required you should include those on the front page of your CV. You can add additional qualifications and training which are less relevant to your current job search but still useful at the end of your CV.

**7** Have you checked that there is no personal information on your CV that could cause bias?



Sometimes information such as your age, a photo, number of dependents etc can cause unintentional bias in the reader's mind. This information is not relevant to your ability to competently do the role so can be left off your CV. It also helps to keep your CV concise, relevant and targeted.

**8** Have you read, re-read and have someone else with high attention to detail check your CV for context, grammar and spelling errors?



Get someone else to proof read your CV for grammar, spelling and context. Remember the CV is about you but it's not for you, it's for the screener/recruiter who want to find relevant information quickly, so having someone you trust provide feedback from another perspective could be helpful.