

CV Checklist

You should include:	
Name	Yes
Telephone contact	Yes - Mobile and/or home
Personal email address	Yes
LinkedIn URL	Get this from your profile and paste it to the top of your CV
Career history	Yes
University / college education	Yes
Secondary school	Yes – only if less than 5 years' work experience
Professional memberships	Yes
Knowledge/Key skills section	Some people like to highlight this on their CV as a separate section
Training & development	Yes – if relevant
Publications, research, working groups	Yes
Voluntary work	Yes
Hobbies and interests	Yes – if relevant

You should not include:	
Date of birth	No – unless you have less than 5 years' work experience
Religion	No
Referees	No
Marital Status	No
Sexual Orientation	No
No. of children	No
Political affiliations	No
Reasons for leaving	No
Any conflicts with employer, colleagues, etc.	No
Disabilities/ill health	No- Include in covering letter if affects ability to work
Exaggerations	Don't make up a degree or anything to do with work!
Criminal convictions	No – if required to disclose these then do so in a covering letter or in person, but not on a CV

Possible	
Address	Better to include the location of where you'd like to work
Nationality / rights to work in UK	If appropriate/necessary
Driving licence	If applicable for what you are applying for
Photo	Much debate on this - LinkedIn has them, so why not on a CV?



Please complete with your details



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