

## Your checklist for a successful CV

A vital tool to ensure your CV is working well and ready to go – don't send it until you've ticked every box!



### CV LAYOUT

- Does it fit on no more than two sides of A4?
- Is your name easy to find?
- Have you used clear section headings?
- Are there long paragraphs you could shorten or turn into bullet points?
- Is your layout clean and is the font easy to read?

### CONTACT DETAILS

- Have you included your postal address, phone number and email?
- Is your email address a professional one?

### PERSONAL STATEMENT

- Have you highlighted your talents and desire for the job?
- Does it read well and make sense?

### QUALIFICATIONS & EXPERIENCE

- Have you included all your relevant qualifications?
- Is it clear what qualification grades you achieved and when?
- Does it include any voluntary or work experience you may have?

### ADDITIONAL INFORMATION

- Have you included any hobbies or interests that show skills relevant to your application?
- Have you given details of someone who can vouch for you (a reference)?

### CV QUALITY CHECKS

- Is your CV spell-checked?
- Have you read it aloud to yourself to find any errors?
- Has someone responsible also read your CV?
- Have you listened to advice and made changes to improve your CV?
- Have you saved your CV as a .PDF file for sending?

Finally, good luck! The Lift and Escalator Industry needs people like you. It is an expanding sector and **you are the future.**

