

## CV Framework

Use this form to self-assess your CV, scoring it out of **12**. For each section, score 1 if you tick any point in row 1, score 2 if you meet all the criteria in row 2, and score 3 if you meet all criteria in rows 2 and 3.

For CV guidelines and further resources visit

[lboro.ac.uk/careers/cvs](http://lboro.ac.uk/careers/cvs)

### Presentation

<b>1</b>	<ul style="list-style-type: none"> <li>• Not professional in appearance</li> <li>• Format is not logical</li> <li>• More than 2 sides, not Arial/Calibri (or similar) font, inconsistent line spacing, too much white space</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Looks professional and logically formatted</li> <li>• 2 pages long. 2-3 lines per point, appropriate and consistent font, use of bold for headings and subheadings, spacing, amount of white space and margins</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Between 2-6 bullet points for each job/skills area where appropriate</li> <li>• Bullet points no longer than two lines (some on 3 lines is ok)</li> <li>• Correct and consistent alignment of text, spacing and bullet points, e.g. dates</li> <li>• Use of modern font, and sizes between 10-12</li> <li>• Correct use of bold, italics and underlining</li> </ul>

### Content

<b>1</b>	<ul style="list-style-type: none"> <li>• Does not include Personal Details, Education, Experience, Interests</li> <li>• Incorrect information in each section based on CV guidelines</li> <li>• Relevant optional sections not used (e.g. Volunteering, Positions of Responsibility, Awards, Achievements etc.)</li> <li>• Education and experience not in reverse chronological order</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Key sections included: Personal Details, Education, Experience</li> <li>• Correct content in each section based on CV guidelines</li> <li>• Good use of optional sections (e.g. Volunteering, Awards, Achievements Positions of Responsibility etc.)</li> <li>• Education and experience in reverse chronological order</li> <li>• Examples evidencing skills, experience and knowledge</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Each section is appropriate in length/concise</li> <li>• Correct use of key sections (Personal Details, Education, Experience etc)</li> <li>• Reverse chronological order</li> <li>• Sections include specific points and examples from a range of curricular (part of course) and extracurricular activities (e.g. sport, positions in societies, insight days, part time work)</li> <li>• 3-6 Key Skills included with examples from different activities</li> </ul>

### Tailoring

<b>1</b>	<ul style="list-style-type: none"> <li>• CV not tailored to sector/role/company</li> <li>• Bullet points don't use relevant skill/ action words</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Personal Profile (optional) tailored and stands out</li> <li>• Education – Relevant training and modules included</li> <li>• Work Experience and Key Skills (optional) address requirements</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Each point has action words, context, achievement and a clear purpose and message</li> <li>• Key Skills (optional) – prioritised, showing specific evidence with skills relevant to role/course</li> <li>• Past evidence meets job and company requirements (based on person spec/job description, company values, behaviours, culture, principles) – showing related skills, behaviours and understanding</li> </ul>

### Impact

<b>1</b>	<ul style="list-style-type: none"> <li>• Spelling or grammar errors</li> <li>• Lists only responsibilities and skills</li> <li>• Does not stand out or show what has been achieved and done well</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• No spelling or grammar errors</li> <li>• No abbreviation of words</li> <li>• Bullet points show achievements, what made you stand out</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Bullet points are achievement focussed and show impact of actions, not just duties and responsibilities</li> <li>• CV is positive and persuasive in selling skills, knowledge and experience showing what makes you stand out</li> <li>• Points written using tenses appropriately</li> </ul>

**Score out of 12**

(Aim for a score of 10+)

Use the following **Action Plan** to note how you can develop and improve your CV.

## CV Action Plan

### Notes and action points to work on

#### Presentation:

#### Content:

#### Tailoring:

#### Writing Style:

When you have reviewed your CV using the framework, you can **book an appointment** to discuss it with the Careers Network team who can provide feedback and support you with your next steps.

[lboro.ac.uk/services/careers/students-and-graduates/book-appointment/](http://lboro.ac.uk/services/careers/students-and-graduates/book-appointment/)