



CV Checklist

Use this to proofread your CV after you initially create it and every time you update it.

- Same font and size in every section
- Dashes are all same size
- Email listed is professional
- Page numbers in footers after 1st page
- Proper grammar throughout
- Every section in reverse chronological order
- No first person language like "I"
- Each bullet point begins with an action verb
- Can speak to every item listed
- No item is 'cut off' between two pages
- Outlines your role in organizations/research
- Jobs focus on your accomplishments versus tasks performed
- Addresses professionals the same way: Dr. XYZ **or** XYZ, Credentials