



**PEOPLE HIVE**  
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

## **EFFECTIVE CV WRITING & IMPROVEMENT CHECKLIST**

**CV PURPOSE CLEARLY DEFINED**

*Ensure your CV is written for a specific role or career direction, as generic CVs fail to attract attention; good practice is tailoring your CV to the job you are applying for rather than using a one-size-fits-all document.*

**PROFESSIONAL SUMMARY INCLUDED**

*Include a short professional summary at the top that highlights your experience, strengths, and career focus, as recruiters scan CVs quickly; good practice is limiting this section to 3–4 impactful lines aligned to the role.*

**ROLE TITLES AND CAREER HISTORY CLEAR**

*List job titles, company names, locations, and employment dates clearly, as unclear timelines raise red flags; good practice is presenting experience in reverse chronological order with no unexplained gaps.*

**ACHIEVEMENTS, NOT JUST DUTIES, HIGHLIGHTED**

*Focus on what you achieved rather than only listing responsibilities, as results demonstrate value; good practice is using measurable outcomes such as improvements, growth, efficiency, or impact.*

**SKILLS RELEVANT TO THE ROLE IDENTIFIED**

*Ensure your skills section reflects the requirements of the target role, as irrelevant skills dilute impact; good practice is prioritizing technical, functional, and role-specific competencies.*

**KEYWORDS AND ATS-FRIENDLY LANGUAGE USED**

*Use role-related keywords commonly found in job descriptions, as many employers use applicant tracking systems (ATS); good practice is naturally embedding keywords without keyword stuffing.*

**FORMATTING CLEAN AND PROFESSIONAL**

*Check that the CV layout is clear, consistent, and easy to read, as poor formatting leads to rejection regardless of content; good practice is using simple fonts, clear headings, and sufficient white space.*

**LENGTH APPROPRIATE TO EXPERIENCE**

*Ensure the CV length matches your career stage, as overly long CVs reduce readability; good practice is keeping early-career CVs to 1–2 pages and senior profiles concise and relevant.*

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**EDUCATION AND CERTIFICATIONS CLEARLY STATED**

*List relevant education, certifications, and professional training, as these validate your qualifications; good practice is including only credentials that support your career direction.*

**LANGUAGE, GRAMMAR, AND CLARITY CHECKED**

*Review the CV for spelling, grammar, and clarity, as errors signal lack of attention to detail; good practice is proofreading multiple times or asking a trusted reviewer to check it.*

**CONTACT DETAILS CURRENT AND PROFESSIONAL**

*Ensure your phone number, email address, and location are accurate and professional, as incorrect details result in missed opportunities; good practice is using a simple, professional email address.*

**CONFIDENT BUT HONEST REPRESENTATION**

*Confirm that all information is accurate and truthful, as exaggeration damages credibility; good practice is presenting experience confidently while remaining factual.*

-END-

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