CV Preparation

* + - * Score your CV using the criteria below prior to your appointment.
      * For each criteria start at column 1, if you do not tick anything in column 1 then move to column 2, if you tick all of the boxes in column 2 then move on to column 3 and then column 4. (You can type yes if easier than ticking.) Contact [studentservices@le.ac.uk](mailto:studentservices@le.ac.uk) if you have any questions about completing the form.
      * Prior to your appointment please use the [CV Guidelines](https://le.ac.uk/career-development-service/applications-and-cvs/cvs), including the **examples** and this preparation form to develop your CV.
* You must bring this to your appointment or email to studentservices@le.ac.uk. In the appointment we will evaluate your CV & look for development areas.

| **Criteria** | **1 – Significant development required** | **2 – Satisfactory – some development required** | **3 – Good** | **4 – Excellent** | **Score** |
| --- | --- | --- | --- | --- | --- |
| **How to score** | If one or more of these boxes are ticked then score yourself 1 | You must meet all criteria 2 to score 2 | You must meet all criteria in 2 and 3 to score 3 | You must meet all criteria in 2, 3 and 4 to score 4 | **/16** |
| **Layout** | Does not look professional or logically laid out  Inappropriate length, inconsistent font and/or spacing, too much white space, unclear headings, graphics used | Appropriate length, consistent font, spacing & formatting, clear headings and no graphics | Bullet points no longer than two lines  Looks professional and logically formatted | Correct alignment of text with consistent fonts/headings  Between 3-6 bullet points for each job/skills area where appropriate |  |
| **Content** | Key sections not included: Personal Details, Education, Experience  Education and experience in chronological order or not in any order | Key sections included: Personal Details, Education, Experience  Correct information in each section based on [CV guidelines](https://le.ac.uk/career-development-service/applications-and-cvs/cvs)  Education and experience in reverse chronological order  Experience, skills and knowledge identified | Each section is concise  CV demonstrates skills and knowledge gained from experience  Use of optional sections (Volunteering, Awards, Achievements, Key Skills, Positions of Responsibility etc.) | 3-6 Key Skills included with specific examples from a range of different activities |  |
| **Writing Style** | Significant spelling or grammar errors  Lists only responsibilities or skills | Minimal spelling or grammar errors  Explains responsibilities and skills gained | No spelling or grammar errors  Bullet points are achievement focussed and showing impact of actions | CV is positive and persuasive in selling skills, knowledge and experience  Language is consistently achievement focussed |  |
| **Tailoring** | CV looks generic  Information could be applied to multiple jobs/sectors/companies/ course/institution or could very easily be adapted by changing a few words | Education – Relevant training and modules included (if relevant)  Work Experience & Key Skills attempt to address person specification/course requirements | Successfully highlights key knowledge, key skills and experience relevant for role/sector  Personal Profile specifically outlines role/opportunity applied for | Successfully highlights all key knowledge, key skills and experience relevant for role/sector  Uses a range of examples related to company/institution & person spec/course req. showing good analysis of the job/course description  Personal profile specifically highlights key motivators/ qualities/skills required for the role/course |  |

**CV Action Plan – To be completed during appointment**

**Further Support**

Book on [MyCareers](https://mycareers.le.ac.uk/) or via the Student Services Centre: [studentservices@le.ac.uk](mailto:%20studentservices@le.ac.uk) 0116 252 2448

**Application Coaching** CV  
 Covering Letter  
 Personal Statement  
 Application Form  
 LinkedIn

**Career Coaching** Interview Preparation Psychometric Testing Help  
 Assessment Centre Preparation No Career Ideas Some Career Ideas  Getting Focussed Work Experience Researching Further Study Interview Reflection  Assessment Centre Reflection

**Mock Interviews** Mock Interview Mock Presentation Mock Role Play Video Interview Review

Business Coaching

**Your score before appointment: Your score after appointment:**

| **Action Points to improve CV** | **Date to complete:** |
| --- | --- |
| **1 Layout** | Click here to enter a date.  Completed |
| **2 Content** | Click here to enter a date.  Completed |
| **3 Tailoring** | Click here to enter a date.  Completed |
| **4 Writing Style** | Click here to enter a date.  Completed |

**We recommend you submit your Application Form to an employer/institution when you score 16.**