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 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 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.**