

Carefully evaluate a CV. Tick NO for the numbered points where you think the given CV has NOT follow the checklist. There should be 10 of them.

Then discuss with your friends to find and correct the mistakes.

CHECKLIST FOR A GOOD CV WRITING			
<b>Layout</b>		1. No more than 2 pages.	no
		2. Not too much white space at the end.	no
		3. Page margins at least 1cm all-round.	no
<b>Style</b>		4. Using bullets for lists (circles or squares).	no
		5. Professional fonts (Arial, Verdana, Times).	no
		6. Using larger fonts, bold or italic for subheadings.	no
<b>Structure</b>		7. Appropriate headings.	no
		8. Logical development.	no
<b>Spelling &amp; Grammar</b>		9. Correct spellings.	no
		10. Correct grammar (parallel structures).	no
<b>Content</b>	<b>Personal details</b>	11. Professional email address.	no
		12. Professional profile picture.	no
	<b>Experience &amp; Education</b>	13. Related to position applied.	no
		14. Chronological order (most recent first).	no
<b>Skills</b>		15. Language skills with specific level / certificate.	no
		16. Computing skills with specific level / certificate.	no
<b>Interest</b>		17. Related to the position applied.	no