CV Checklist

Brand New Job

Use this checklist to ensure your CV meets professional standards.
Tick what you have completed.

Personal details

Start with the heading 'Personal Details'. Under this heading, include the following information:

- ☐ Full first and last name.
- ☐ Contact details:
  - Use only your mobile number.
  - Use a professional email address, avoid humorous nicknames. If necessary, create a new address specifically for your job applications.
- ☐ Date of birth and, if relevant, place of birth.
- ☐ Nationality.
- ☐ Driving licence.

Note 1 - Details

Middle names are allowed but not required.
Place your contact details at the top, it is important that they can call you directly.
If your place of birth is irrelevant, omit it unless you plan to return to that region to work. Including nationality or age is optional, but we recommend doing so. If you hold a driving licence and own a car, write this on a separate line: "Driving licence B, owner of a personal vehicle."

Photo

- ☐ Add a professional photo to your CV, it makes your CV more personal.

Tip 1

A photo is not mandatory, but it can make your CV more approachable.
A good photo (not a passport photo) helps recruiters recognise and remember you (use the same photo on LinkedIn).
Ensure a neutral background so that it does not distract from your face. And remember to smile, show that you are enthusiastic about your new opportunity!

Personal profile sentence

Under the heading 'Personal Details', add **'Personal Profile'**.

- ☐ Write a short, powerful, and engaging sentence describing your role, your area of expertise, and your career ambition.
- ☐ Include your strengths or specialisations within the sentence.

Example personal profile sentence:

"All-round administrative assistant with extensive experience in first-line customer service, now ready for the next step in my career!"

Work experience

Under the heading 'Personal Profile', add the heading **'Work Experience'.**

- ☐ List your most recent position first.
- ☐ On the left-hand side of the page, indicate the period during which you worked for each employer.
  - Include both the month and year, for example: March 2010 to October 2016 or 03/2016 to 10/2016 (the shorter version).
- ☐ After the dates, write the job title, company name, and the town or city where the company is located.
  - Use a job title that is recognised in the market rather than an internal title that others may not understand.
  - Provide a brief description of the company. How large is it? What products or services does it offer? How big is the branch or department where you worked?
- ☐ Provide a concise description of your main duties.
- ☐ Use a maximum of five bullet points to describe your most important responsibilities.
  (More than five means you have not yet clearly separated the main tasks from the less important ones.)
- ☐ Indicate what you have achieved and use active verbs such as organise, coordinate, or implement.
- ☐ Include measurable results where possible; your future employer will appreciate this.
- ☐ Focus primarily on your recent work experience – positions held more than fifteen years ago are usually less relevant.

Eduaction, courses and training

*Under the heading '**Work Experience**', add '**Education**'.*

- ☐ Begin with your most recent education or training and work backwards in time.
- ☐ Indicate the year in which you completed each course or programme.
- ☐ Mention whether you obtained a diploma or certificate.

Create a separate heading for Courses and Training. Remember that attending an information session or giving a presentation on a topic does not belong in this list; a course or training programme goes beyond that.

Tip 2

List only those studies and courses that are relevant to your future position. Leave out less important details, or group them together.

ICT knowledge and/or specific

After the section on Courses and Training, add **'ICT Knowledge'** or **'Specific Skills'.**

- ☐ Proficiency in Word, Excel, and PowerPoint can be summarised as MS Office.
- ☐ If you are experienced in specific software, be sure to list it. These are keywords that recruiters use when searching for candidates with your knowledge, experience, and skills, which improves your visibility.

Tip 3

If you are an advanced Excel user, mention this, for example: "Advanced user" or "Specialist in Excel." Also consider including systems such as CRM or ERP software.

Language skills

- ☐ List all the languages you speak, including Dutch.
- ☐ You do not need to be fluent in a foreign language to include it. Do not underestimate your abilities!

Hobbies

- ☐ Mention hobbies that add value. For example, if you are a team player, highlight participation in a team sport.

Additional activities

- ☐ Focus on recent and relevant activities.

Note 2

If you are forty and you were once a member of your university bar committee eighteen years ago, it is best to leave that out. However, if you were the chairperson of the committee, it may be worth mentioning.

References

- ☐ You may include a line such as: "With pleasure, I will provide positive references upon request."

Tip 4

Never include the names, addresses, or phone numbers of your references directly on your CV. When an employer asks for references, this gives you the opportunity to contact your referees in advance, inform them about the position, and highlight what the company values in a candidate. You can also agree that they notify you once they have been contacted. If they are being called, it means you are being seriously considered, useful information to have!

Lay out

- ☐ Keep your CV to a maximum of two pages.
- ☐ If you use colour, ensure it still looks good when printed in black and white.
- ☐ Choose an attractive layout or template (search in Word under "New from Template" or use www.canva.com).
- ☐ Ensure that the photo on your CV is the same one as on your LinkedIn profile.
- ☐ Always send your CV as a PDF. This prevents text and layout from shifting unexpectedly.
- ☐ Give your PDF a logical and professional file name, for example: "CV Dorien Maaskantje Administrative Assistant – PharmaPartners."
  Alternatively, you can use a more creative version such as: "Dorien Maaskantje Your New Administrative All-Rounder."