**Mark Sheet for CVs**

**Instructions: Give 2 points for each criteria fully met, 1 point if it is partially met and 0 points if it is unmet**

|  |  |
| --- | --- |
| **CRITERIA 1:** OVERALL PRESENTATION | **Mark awarded** |
| Name and contact information appears at top of CV in an easy to read format (if email address is given a professional sounding address is used) |  |
| Length of CV is maximum of 3 pages |  |
| One single font is used throughout, like Arial or Tahoma |  |
| One font size used throughout (except for name at the top) and it is no smaller than 12pt text |  |
| Clear section headings |  |
| Short, focussed sentences are used |  |
| Curriculum Vitae is **not** written at the top |  |
| CV is written in plain English - no acronyms, abbreviations or jargon are used |  |
| Irrelevant information such as date of birth, photo, details of references is omitted |  |
| **TOTAL:** |  |

|  |  |
| --- | --- |
| **CRITERIA 2:** PROFILE | **Mark Awarded** |
| A short summary of relevant achievements is given |  |
| The candidate has stated briefly what role they are in, what kind of role they are looking for and (where applicable) how this fits in with their career progression |  |
| Includes appropriate positive adjectives such as ‘committed’ and ‘dynamic’ |  |
| **TOTAL:** |  |

|  |  |
| --- | --- |
| **CRITERIA 3:** WORK HISTORY | **Mark awarded** |
| Short summary of role and organisation is included for each job including location (but not full address) of each employer |  |
| Most recent job appears first and then works backwards |  |
| Key employment dates (month and year) are listed |  |
| Focus is on most recent/relevant roles (last five years is usually sufficient) with no more than 5 roles listed. It is acceptable to have the final entry read, ‘various administrative roles’ and then give a very brief overview of what these entailed if person has a long work history |  |
| Large gaps in employment are explained positively |  |
| Concrete achievements are described rather than more general responsibilities |  |
| Key skills obtained/demonstrated whilst in post are highlighted |  |
| **TOTAL:** |  |

|  |  |
| --- | --- |
| **CRITERIA:** EDUCATION | **Mark awarded** |
| Most recent qualifications are listed first and then work backwards in reverse chronological order |  |
| Candidate includes professional body or institution i.e. Leeds University or CHI, course title and grade |  |
| **TOTAL:** |  |

|  |  |
| --- | --- |
| **CRITERIA:** INTERESTS | **Mark Awarded** |
| Interests demonstrate skills or knowledge relevant to the desired role i.e. Volunteering as a Youth Worker demonstrates leadership and influencing skills |  |
| **TOTAL:** |  |

**Instructions: Once you have added up the marks place a tick in the relevant box below**

|  |  |  |  |
| --- | --- | --- | --- |
| *Excellent – hardly any improvements needed (40-44 marks)* | *Very good – just a few improvements to make (30-40 marks)* | *Fair – good start with some changes to make (15-30 marks)* | *Lots of scope for improvement*  *(0-15 marks)* |
|  |  |  |  |

**Additional Feedback**

A real strength of your CV is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Three things you could do to really improve your CV are:

1.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_