The final CV check

15 things to verify before you press send

The content

- [ ] The profile names the role you want, not just your past.
- [ ] Every important claim has evidence: a number, a result or a concrete example.
- [ ] Experience lines start with an action and end with an outcome.
- [ ] Skills are few, relevant and demonstrable.
- [ ] Dates are honest and consistent; gaps are ready to explain briefly.

Layout and readability

- [ ] One font family, consistent sizes, clear section headings.
- [ ] Enough white space; nothing crowded into the margins.
- [ ] Reads top to bottom in under two minutes.
- [ ] Contact details current: email, phone, city, LinkedIn if used.
- [ ] No photo, age or marital status unless local convention expects it.

The file and the send

- [ ] Saved as PDF unless the employer asks for another format.
- [ ] File name is professional: FirstName-LastName-CV.pdf.
- [ ] Opens correctly on a phone and a computer; fonts embedded.
- [ ] Links (portfolio, LinkedIn) work when clicked.
- [ ] Tailored to this vacancy: its priorities are visible in your first half page.