

### CV Check List

Congratulations on creating or updating your CV!

Use this list to check your CV on your own. This way you can catch any mistakes before sharing it with employers. This list is designed for general and Germany-specific CV guidelines; you can always adjust for industry and country-specific guidelines.

Do you have an advising appointment with ESCP career staff? Please go through this list and make appropriate edits to your CV before this appointment. This first review on your own allows you to get the most out of your appointment with us.

This list is divided into the categories listed on your CV. It may be helpful to print this list out and to write your feedback on there.

<b>Personal Information</b>	<b>Yes</b>	<b>No</b>
I list my name, email address and phone number.		
(German CV) I list my date of birth, German address (if applicable) and/or German or EU citizenship (if applicable).		
(German CV) I include a professional headshot (with me smiling in an appropriate business outfit – no passport pictures!)		

<b>Education</b>	<b>Yes</b>	<b>No</b>
I include each university degree that I have or am working on, including exchange semesters		
Each degree lists the university's name and location, degree title and start/end dates. If applicable and space permitting, I include 3-5 relevant core subjects.		
This section is listed first on my CV if I am a current student or recent graduate.		
(German CV) I list high school information.		
(German CV) All GPAs are listed on the German grading scale (1,0 – 6,0).		

<b>Professional Experiences</b>	<b>Yes</b>	<b>No</b>
I include each paid and unpaid relevant experience, like jobs, internships, class projects and volunteer experiences.		
Each experience lists the organization's name and location, position title and start/end dates.		
Each experience has 2-4 bullet points that describe my tasks, responsibilities and accomplishments.		
Each bullet point clearly and concretely describes what I did and what my position was.		
The bullet points are listed in an organized way based on their relevance to the job post.		
Each bullet point follows this format: Power verb + what I did + how I did it + result/purpose/impact		
Each bullet point is 1 or 2 lines long.		
I use a variety of power verbs.		
Where appropriate, I add relevant numbers or skills in my bullet points.		
My bullet points show that I can do the tasks/responsibilities listed in the job post.		

Skills	Yes	No
I list all hard or technical skills, including IT and language skills.		
I include the level at which I can do this skill.		
(for European CVs) I list language skills using the Common European Framework of Reference for Languages (A1, A2, B1, B2, C1, C2).		
The skills I list are relevant to the position I am applying to.		
The skills and levels I list are an honest assessment of my abilities.		

Extracurricular Activities	Yes	No
I only include activities that I did outside the classroom and work/internships, like student societies, professional organizations and volunteer experiences.		
Each activity listed is relevant to the position to which I'm applying.		
Each activity listed highlights relevant soft skills (ex: teamwork, leadership).		
Each activity lists the organization's name, location and start/end dates.		
When relevant, I include a brief description or 1-2 bullet points of my involvement.		

Interests & Hobbies	Yes	No
I include interests and hobbies that show my personality and skillset.		
When relevant, I list special roles or awards (ex: team captain, band member).		
When relevant, I list dates.		
The interests and hobbies listed are specific (ex: "19 <sup>th</sup> century French literature" instead of "reading").		
This section is short (1-2 lines).		

General – Content	Yes	No
My CV is listed in reverse-chronological order (most recent experiences listed first).		
My CV sections are clearly labeled.		
My CV content is organized and is easy to read.		
I only include relevant information for the position to which I'm applying.		
All abbreviations are written out.		
The terms I use make sense to the employer.		
I describe any international experiences in a clear way for a (German) employer.		
The employer has a good picture of me, my abilities and my background.		
My CV convinces an employer to invite me for an interview.		
My CV fits the position to which I'm applying.		
(German CV) There are no gaps longer than 2 months on my CV.		

General – Format	Yes	No
My CV is 1 page long.		
My CV formatting is appropriate for the job position's industry and country.		
I use the same layout, font and type of bullet points throughout my CV.		
I use a font type (Arial, Calibri, Cambria, Times New Roman) and font size (10 – 12) that is easy to read.		
My CV does not have spelling or grammar mistakes.		
I save my CV as a PDF and name it MyFirstName_MyLastName_CV.		
I would want to read my CV.		