Maynooth University
Work Placement
Curriculum Vitae

Cv Checklist

TITLE

- Your name (NOT the words Curriculum Vitae) in a bold format at the top of the page.

PERSONAL DETAILS

- Check postal address, email, telephone or mobile number and area code to ensure you can be contacted easily.
- Professional email address one that you check regularly. Recommend using @mumail account only.
- Have you included your LinkedIn URL?
- Ensure you voicemail is activated? Is a professional greeting set-up?
- Omit your DOB, marital status and nationality. These details are not necessary under equality legislation (unless there are visa implications, international students include Nationality).
- Your personal details account for no more than four lines of the page.
- Have you included a web address (if linking to a portfolio)?
- Have you considered referring to your GitHub profile?

PERSONAL PROFILE (OPTIONAL)

- No longer than three sentences
- Is it short, concise, strategic, highlighting your current situation, future career direction?
- Highlight your three Unique Selling Points; ensure your tailor your CV for the role to which you are applying? (backup each statement with examples)
- Include your availability to complete the placement e.g. February- August or July to June etc.

EDUCATION (DATE CHRONOLOGICAL ORDER)

- Have you included the full name of each institution attended? Maynooth University?
- Have you included the official title of your award e.g. B.B.S., B.Sc., B.A (Hons), M.Sc., M.A. etc? Recommend that you bold/highlight this information.
- Did you include award classification ?(for Year 1 & 2 i.e. 2:1/1.1)
- Have you stated your current or most relevant course first?
- Are the start and end dates given for each course you have completed?
- Did you focus on modules most relevant to the application?
- Include Leaving Certificate date and overall points achieved.

EMPLOYMENT

- Ensure your experience is in reverse chronological order (most recent information first)
- Start and end dates are always given including naming the company/organisation
- Have you included and highlighted the job title?

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EMPLOYMENT CONTD.

- Have you given a brief summary of your main responsibilities? Concentrate on your Achievements rather than listing your duties. nclude relevant transferable skills you have learnt.
- Have you used positive language – starting each sentence with a verb? E.g. Organised, coordinated, developed, directed, managed, enhanced, improved etc.
- Have you mirrored language detailed in the job specification?

PROJECTS/LAB EXPERIEMENTS

- Have you highlighted and elaborated on projects/case studies/lab skills/computer languages or applications and workshops that may be of interest to the reader?
- Did you outline aims and outcomes, skills learned of your main projects?

SKILLS PROFILE (OPTIONAL)

- Do the skills and core competencies outlined in your profile reflect the skills required by the employer?
- Have you backed-up skills with evidence of how they were developed?
- Have you drawn evidence from college/work and life experiences?
- Have you indicated level of skill in particular areas e.g. "proficient in" and "fluent in"?

INTERESTS/ ACHIEVEMENTS

- Include any relevant Achievements, Awards (and Core Competencies if you didn't include a 'Skills Profile')
- Did you expand on your interests e.g. sport (type of sports you play, member of local club, etc.)?
- Have you included membership of professional bodies, college clubs or societies, positions of responsibility, voluntary work, etc.?

REFEREES

- Have you given two Referees names—one academic and one employment?
- Have you included referees job titles and full contact details, especially email address?
- Do you have permission from referees to provide a reference for this application?
- Have you provided your referees with a copy of your CV and job specification?

APPENDIX

- Have you inserted a page break before the appendix?
- Reverse chronological order (most recent information first).
- Include current and past Modules, but do not include Module Code.
- Ensure that you use the same font/style as your CV.

Before finalising your CV and submitting to potential employers, tailor your CV for the requirements of the role, as set out in the job description.