**📄 THE CV FIX CHECKLIST**  
*Land more interviews by fixing the 10 most common CV mistakes jobseekers make*

**✅ Start With Structure**

* ☐ Does your CV follow this order?  
   → Name & Contact Info  
   → Professional Summary  
   → Key Skills (max 10)  
   → Career History (most recent first)  
   → Education & Certifications

🧠 *Why this matters:* Recruiters skim. Get to the good stuff fast.

**✅ Professional Summary**

* ☐ Is your summary 2–3 short paragraphs max?
* ☐ Does it give a clear snapshot of who you are + what you bring?  
   e.g., “Experienced project manager with a proven track record in delivering digital transformation projects across multiple sectors.”

🧠 *Why this matters:* It’s your elevator pitch. Hook them to keep reading.

**✅ Key Skills**

* ☐ Have you included **no more than 10** skills?
* ☐ Have you **avoided generic fluff** like “team player” or “good communication”?
* ☐ Are they relevant **hard skills** for the job you want?

🧠 *Why this matters:* Too many skills = none stand out.

**✅ Formatting & Layout**

* ☐ Plenty of **white space**, short paragraphs
* ☐ Easy to skim — no giant walls of text
* ☐ Clean, professional layout (no Canva gimmicks)

🧠 *Why this matters:* If it looks hard to read, it won’t get read.

**✅ Career History**

* ☐ Most recent job listed **first**
* ☐ Each role includes: what you did, where, and **impact**
* ☐ Includes **quantifiable achievements** (e.g. “Increased sales by 23%”)
* ☐ Avoided overusing bullet points (balance with short paragraphs)
* ☐ Included brief context on employers if not obvious

🧠 *Why this matters:* Employers want to know *what you did*, *where*, and *what changed because of you*.

**✅ Language & Tone**

* ☐ Written in **first person** style (without “I”)  
   e.g., “Led a team of 5” — not “He led…”
* ☐ Strong, active language (delivered, improved, created)
* ☐ Avoided passive or generic lines like “responsible for…”

🧠 *Why this matters:* Weak language weakens your value.

**✅ Avoid These Common Traps**

* ☐ No **photo** included
* ☐ No **full address** (just city/town is fine)
* ☐ No **irrelevant hobbies**
* ☐ No “CV Objectives” — they add nothing

🧠 *Why this matters:* These distract or trigger unconscious bias.

**✅ Bonus Checks**

* ☐ Clear career direction?  
   If not, consider tailoring your CV toward 1–2 job types
* ☐ No ATS gimmicks, scores, or weird formatting  
   Just clean, relevant, and easy to read

**🙋 Still Not Sure If Your CV’s Good Enough?**

This checklist is a solid first pass — but if you want **instant, expert-level feedback** based on *your actual CV*...

**Try the AI CV Reviewer**

🎯 Built by a recruiter with 20 years’ experience  
⚡ Instant feedback on structure, wording, layout, and strategy  
📈 Designed to help you land more interviews, faster

👉 [Get your CV reviewed here](https://stan.store/theintrovertedrecruiter/p/ai-cv-reviewer--get-expert-cv-feedback-instantly)