

Preparing a CV for the UK job market

Whether you are applying for an advertised job or are approaching an employer speculatively, you will need to prepare a CV. We have lots of resources in Careers and Placements to help:

- Online Careers resources for making [effective applications](#)
- CV and cover letter videos: [How to make a great CV](#) and [How to make a great cover letter](#)
- **CareerSet** is a tool that uses artificial intelligence (AI) to offer feedback on your CV. It will give you a score and suggestions for how to improve your CV. As you make changes to your CV you can continue to use the tool to improve your score. **Sign up via www.CareerSet.io/york with your University email address.**

Once you have a CV prepared you can use the following checklist to make sure it is appropriate for a UK employer.

CV Checklist

	Content and format	Yes
1.	I have included my key skills and given evidence for these	
2.	I have made it easy for the employer to understand the level of my qualifications by providing a comparison to UK qualifications and levels	
3.	I have tailored my CV and matched the content to the specific job I am applying for. I have given priority to the most relevant information.	
4.	I have used a consistent date order (reverse chronological order) for all content	
5.	I have used clear and consistent format/layout throughout	
6.	I have not included unnecessary information – date of birth, age, marital status, gender, full postal address	

7.	I have included details of my language skills using professional descriptions of ability/fluency	
8.	I have stated that I have a UK National Insurance number (but not the actual number, which should be kept private)	
9.	My CV is the appropriate length: <ul style="list-style-type: none"> • for a graduate job 2 pages long – unless the employer has asked for something else • for part time / temporary work may be shorter • an academic CV longer than 2 pages 	
10.	I have NOT included a photo	

	Writing and Style	Yes
11.	I have checked that I have used correct British English throughout	
12.	I have used the active voice in describing activities (take advice if you are not clear on this)	
13.	I have not used flattery and have used formal and business-like language	
14.	I have kept sentences short and used bullet points where possible	

If you can't get your CareerSet score above 70% or you have a specific question that CareerSet can't help you with, upload your CV to your documents on [Handshake](#) (you do not need to make your CV public for this) and message the Careers Information Team in Handshake requesting a review