



Checklist for a CV

Use this checklist when building your CV. You should have your CV checked by a career specialist, whose comments and tips help you create top notch job application documents. Send the CV to the Union's customer service via email (asiakaspalvelu@ilry.fi) with your membership number.

Content

- Your contact information are clearly stated
- Phone number and email from where you can be reached daily
- Your photograph, which is updated and professional
- A short presentation chapter about yourself, tailored to the job applied
- Presentation chapter includes keywords about your competencies and knowledge
- Job history and educational background, chronological order so that the latest ones are on top
- Any ongoing / interrupted studies, mention how much completed
- Jobs you have worked in, job contents explained in full sentences instead of bullet lists
- The most relevant job history included, senior people no need to include old trainee jobs anymore
- IT-skills presented detailed enough
- Language skills levels mentioned
- Relevant courses and trainings mentioned, related to the job applied
- Positions of responsibility or voluntary work included and their job contents explained if relevant
- Family relations and hobbies in the extent you wish to / don't wish to present them
- References, remember to ask if it's still ok for them to be your reference

Layout

- Clear visual outlook, easy to read, things presented in a logical order
- Multiple page CV includes a header/footer with your name on it
- Visual outlook in line with the job applied and the company
- Aim for max two pages
- Save in PDF format before sending
- Your name is included in the file name