CV Checklist

Use this to proofread your CV after you initially create it and every time you update it.

KENNEDY
PHARMACY INNOVATION
CENTER

- [ ] Same font and size in every section
- [ ] Dashes are all same size
- [ ] Email listed is professional
- [ ] Page numbers in footers after 1st page
- [ ] Proper grammar throughout
- [ ] Every section in reverse chronological order
- [ ] No first person language like "I"
- [ ] Each bullet point begins with an action verb
- [ ] Can speak to every item listed
- [ ] No item is 'cut off' between two pages
- [ ] Outlines your role in organizations/research
- [ ] Jobs focus on your accomplishments versus tasks performed
- [ ] Addresses professionals the same way: Dr. XYZ **or** XYZ, Credentials