

Action	Check	Status
Make your CV easy to skim.		
Use a smooth, clean look; properly structured resume.		
Use bullet points, color accents or unique formatting styles considering the skills, education or experiences that are important for the role you are applying for.		
Your resume must fit easily on one page and be careful to use reasonable fonts.		
Most of the hiring managers use Applicant Tracking Systems (ATS) software to automatically identify the most qualified applicants. However, they sometimes filter out submitted resumes by mistake or because of an error and these resumes can belong to candidates who would be a good fit for the position. To avoid this; make sure your resume is named using the combination of your full name and "resume" keyword and saved in a .Doc format which is mostly preferred unless otherwise stated.		
Write a summary section emphasizing the details you would bring value to the startup you're applying for. Introduce yourself (who you are, your background, your achievements), mention your skills related to the position and use conversational tone.		
Ensure your CV exudes positivity and energy.		
Ensure CV should look professional with no typos or inconsistent formatting. Label your headings clearly so the reader will find it easy to navigate and find points that are important to them.		
Reflect your personal skill set and characteristics.		
Move the most important information at the top then continue with the rest. This is usually the experience part of your CV. Again, be careful while you're representing your experiences and give details in an appealing format. (you'll find the example templates in our comprehensive document.)		
Double check your contact information. Include accessible address, telephone number(s) and email.		
Consider adding references or at least mention that references available upon request.		
After you complete your CV, spare some time for reviewing and reorganising it.		

Check if you can add more numbers or numeric data to increase the impact in terms of your achievements.		
Check if you repeat action verbs and phrases and try to use unique verbs.		
Check if you have long paragraphs and break up those paragraphs into bullet points		
Make sure you include the correct dates and organisation names within your education as well as the experience sections.		
Read the full content again and make sure the punctuation is effective.		
Make sure your CV details are enough to showcase your skills in different areas including communication, leadership, management, analytical and teamwork skills.		