



CV Improvement Worksheet

Use this worksheet to turn the presentation into action. Work through one section at a time, then update your CV while the ideas are fresh.

1. My target role

What job, industry or opportunity is this CV being prepared for?

2. My strongest value

What are the 3 strongest skills, experiences or qualities I want an employer to notice first?

3. Tailoring check

Which words, skills or requirements from the job description should appear naturally in my CV?

4. Duties into value

Choose 2 duties from your CV. Rewrite each to show contribution, improvement, support, coordination or a result.

5. What can I remove?

Identify anything that is irrelevant, overly personal, repetitive, decorative or taking up space without adding value.

6. Professional presentation

Check email address, phone number, dates, spacing, headings, spelling, grammar and file name.

7. Final confidence statement

Finish this sentence: "The value I can bring to this role is..."

Final CV Review

Tick each item before you send your CV.

- Clear and easy to scan
- Relevant to the role
- Tailored to the job
- Shows value, not only duties
- Uses strong professional language
- No unnecessary information
- Spelling and grammar checked
- Dates and contact details checked
- File name is professional
- Content is truthful and confident

My next action

What is the one change I will make to my CV within the next 24 hours?
