

Checklist: Curriculum Vitae

Task: Read your partner's CV. Check whether the following aspects were considered and give written feedback.

1. Structure

category	Yes	No	Here is some space for your feedback:
Are all important sections in place?			
Title			
Name			
Personal statement			
Education			
Qualifications/Skills			
Work experience			
Hobbies and interests			
References			
No use of contractions (\neq can't)			
List of work experiences/education in chronological order (2014, 2013, ...1999)			

2. content

category	Yes	No	Here is some space for your feedback:
content is related to the offer			
fitting vocabulary			
formal register			



3. Feedback

I think that your CV ...

I liked/ I didn't like...

My favourite part was because...

I liked the way you...

You could improve the CV by...

Please take care of ...

For next time, please consider...

Dear,