

CV Self-Review Checklist (ATS-Ready)

Module 2 · Building Your Professional Brand. About 3 in 4 CVs are filtered by software before a human reads them. Run your CV against every box below before you send it anywhere.

Beating the ATS (Applicant Tracking System)

- Saved as a **.docx or simple PDF** — no scanned images of a CV.
- Single column, standard headings (Experience, Education, Skills) — no text boxes or graphics for key info.
- A standard font (Arial, Calibri, Times) at 10–12pt; no fancy fonts.
- Mirrors keywords from the job advert (job title, software, skills) in your own words.
- No important text in the header/footer (many ATS cannot read those areas).
- File named professionally: *Firstname-Lastname-CV.docx*.

Contact & structure

- Name, phone (with +234), professional email, city, and LinkedIn URL at the top.
- A 2–3 line professional summary tailored to the role.
- Logical order: Summary → Skills → Experience → Education → Extras.
- One to two pages maximum.

Content quality

- Every bullet starts with an action verb (Interpreted, Mapped, Analysed, Built).
- Achievements are **quantified** wherever possible (volumes, %, time saved, area mapped).
- Technical skills section lists software and methods explicitly.
- Final-year project / thesis described with the techniques used.
- NYSC, internships, field camp and volunteering included.
- Personal data (state of origin, DOB) decided per target and kept consistent.

Proof & polish

- Zero spelling/grammar errors (read it aloud; use a checker).
- Consistent tense — past for previous roles, present for current.
- Consistent formatting: dates, bullets, capitalisation all aligned.
- A second person has proofread it.
- Tailored for *this* specific job — not a generic copy.

Tip

Paste the job advert and your CV into a free word-frequency tool. If the advert's key terms barely appear in your CV, you will likely be filtered out. Add the genuine ones you can honestly claim.