CV tailoring checklist

Match a CV to the role without inventing qualifications.

Three steps

1. Read the vacancy
2. Match evidence to requirements
3. Proofread before submitting

A worked example

Requirement	Reporting
Relevant experience	Monthly reports
CV section	Experience
Checked	Yes

Relevant work can be emphasized accurately.

Never misrepresent qualifications.

CV tailoring checklist

Use one row per item or decision. Start with what you know.

Requirement	Relevant experience	CV section	Checked

My next action / when