CV PEER REVIEW & IMPROVEMENT TRACKER

Review a CV with care, use feedback wisely, and make your own CV stronger.

Your first name / nickname: _____ Date: _____

01 | REVIEW A PEER'S CV

Imagine you are an employer. Read your peer's CV carefully and tick the option that best describes it.

WHAT TO CHECK	YES	PARTLY	NOT YET
The profile and career direction are clear.	☐	☐	☐
Education and technical skills are easy to find.	☐	☐	☐
Soft skills are supported by real experiences.	☐	☐	☐
Experiences describe what the person did or achieved.	☐	☐	☐
The CV is relevant, well organised and easy to read.	☐	☐	☐

02 | GIVE FEEDBACK THAT HELPS

Identify 2 strengths and 2 practical suggestions. Focus on the CV, not on the person.

STRENGTHS | 2 things that work well
1. What works well? 2. Why is it effective?

SUGGESTIONS | 2 ways to improve
1. What could be clearer? 2. What specific change would help?

Feedback tip: *Instead of "This is bad", try "Your experience would be clearer if you explained what you did."*

03 | RECEIVE & CONSIDER FEEDBACK

Read the feedback on your own CV from a peer and your mentor. You decide which changes are useful for your goals.

FEEDBACK RECEIVED	FROM	MY DECISION
		☐ Use ☐ Adapt ☐ Not now
		☐ Use ☐ Adapt ☐ Not now
		☐ Use ☐ Adapt ☐ Not now

04 | IMPROVE MY CV

Use relevant feedback to make your CV clearer and stronger. Record the most important changes below.

WHAT I CHANGED	HOW THIS IMPROVES MY CV

05 | MY FINAL REFLECTION

Which improvement are you most proud of, and why? What have you learned about giving or receiving feedback?

06 | READY TO SUBMIT?

☐ I gave 2 strengths and 2 useful suggestions.

☐ I considered peer and mentor feedback.

☐ I improved my own CV and explained why.

☐ My mentor reviewed my final work.

Upload (1) this completed tracker and (2) your improved CV, after mentor review. You assess and claim your own Badge on the platform.

Privacy: *Share CVs only within your agreed learning group. Remove your peer's contact details from evidence submitted online.*