Zeelr CV Self-Review Guide

Use this simple guide to review and improve your CV before applying for remote jobs. For each section, check whether your CV matches the ✅ Good or ❌ Bad example.

If your CV falls in the ❌ section, follow the 🔧 Recommended Fix to improve it.

◆ Section 1: First Impressions

Is your CV visually clean, neat, and well spaced?

✅ **Good** – I used consistent fonts and sizes, not more than 1–2 colors, and there's enough white space for easy reading.

❌ **Bad** – I used multiple fonts and text sizes, more than 2 colors, and my CV feels cluttered or too empty in parts.

🔧 **Recommended Fix** – Use a single, easy-to-read font (e.g., Arial, Calibri), limit color use to one accent color, and balance text with white space. Avoid large blank areas or overcrowding. Use clear headings to create visual structure.

◆ Section 2: Career Summary / Profile

Does your summary clearly state your experience level and goals?

✅ **Good** – I wrote 2–3 lines showing my job title, years of experience, top skills, and what I'm looking for.

❌ **Bad** – My summary is too vague, generic, too long, or missing completely.

🔧 **Recommended Fix** – Write 2–3 sentences starting with your title and key strengths (e.g., "Customer Support Specialist with 3 years of remote experience, skilled in email support, CRM tools, and client satisfaction. Looking to join a mission-driven SaaS company.")

◆ Section 3: Structure & Layout

Does your CV follow a logical structure with clearly labeled sections?

✅ **Good** – My CV has clearly separated sections (e.g., Summary, Experience, Skills) in the correct order and everything is well-aligned.

❌ **Bad** – The CV is messy, some sections are missing or in the wrong place, and alignment looks off.

🔧 **Recommended Fix** – Use section headings like: *Professional Summary, Work Experience, Skills, Education.* Arrange them in this order, unless applying for entry-level roles (then Education can come earlier). Align all text consistently with even spacing.

Is the CV no more than 1–2 pages (for most roles)?

✅ **Good** – I kept it short, relevant, and to 1–2 pages.

❌ **Bad** – My CV is too long and includes unrelated or outdated experiences.

🔧 **Recommended Fix** – Remove old or unrelated jobs (especially pre-university or high school roles, unless relevant). Focus on your last 3–5 years or 3–4 main roles. Keep each bullet point short and impactful.