Remote1st

THE REMOTE-READY CV CHECKLIST

A CV you're proud to send. A remote job that fits your life.

Use these 20 checks to make your CV clearer, more relevant and ready for the remote roles you want. No previous remote job required. Just honest evidence of what you can do.

01 / MAKE IT EASY TO READ

- [ ] Use a simple, single-column layout with clear headings and readable fonts.
- [ ] Keep your name, email, location and contact details as selectable text, not inside an image.
- [ ] Remove decorative tables, text boxes and graphics that could confuse an applicant tracking system (ATS).
- [ ] Save the file as PDF or Word, as requested in the posting, with a clear filename such as CV-YourName.pdf.

02 / SHOW WHERE & HOW YOU WORK

- [ ] Add your city or region and time zone near your contact details.
- [ ] State your availability for specific working hours or time-zone overlap, if accurate.
- [ ] Include a brief summary naming your target role and the skills relevant to it.
- [ ] Check that any portfolio, LinkedIn or work-sample links you include open correctly.

03 / PROVE YOU CAN WORK INDEPENDENTLY

- [ ] Include a real example of working independently, managing your own tasks or delivering without constant supervision.
- [ ] Show a real example of planning your workload, meeting deadlines or handling competing priorities.
- [ ] Mention genuine remote or distributed collaboration experience, if you have it.
- [ ] Show how you kept colleagues or stakeholders informed while working on a task or project.

04 / MAKE COMMUNICATION & IMPACT VISIBLE

- [ ] Include a real example of clear written communication, such as project updates, instructions or documentation.
- [ ] Show asynchronous collaboration where relevant, such as written updates that let others continue without a meeting.
- [ ] Name only the collaboration and job-specific tools you have actually used.
- [ ] Rewrite at least one task-focused bullet to show what you achieved; use measurable results only when the numbers are real and verifiable.

05 / MAKE IT FIT THE ROLE

- [ ] Read the job posting and identify its key responsibilities and required skills.
- [ ] Use the posting's relevant terminology naturally, but only for skills and experience you genuinely have.
- [ ] Move your strongest matching evidence towards the top and shorten less relevant details.
- [ ] Check job titles, employment dates, spelling and links; save a tailored copy for this specific application.

Free on remote1stjobs.com | https://www.remote1stjobs.com/remote-ready-cv-checklist
Your next step: Get free weekly remote job alerts: https://www.remote1stjobs.com/remote-job-alerts-europe. For more help, explore Remote1st Pro: CV tailoring, interview practice and weekday job matches. €69 / £59 for 3 months — from only €5 a week (UK: about £5 a week). Billed as a 3-month plan. Cancel anytime.