

CV Top Tips

Check and double check that your spelling and grammar is accurate. Ask someone else to check again.

Spelling and grammar

Write in consistent tenses. For example, if describing a previous role in a shop, do not switch between “Stack**ing** shelves, serv**ing** customers” and “I organis**ed** displays and prepar**ed** stock”.

Font

Use a standard font that is easy to read. Make sure you have used the same font throughout the document.

The main body of your CV should have a font size of around 12. You can vary the size for your name and for headings.

Layout

Ensure that your CV is aligned. For example, all sections in this document line up in the middle.

Remove hanging indents (where a line of text starts slightly indented to the right).

Your CV should be one or two pages long, no more. Try to use complete pages and have page breaks at logical points.

Make your CV specific to the job you are applying for

Your CV should reflect the role that you are applying for. It is important to tailor your CV for different jobs.

Read the job specification carefully, the points you make and examples you use should demonstrate that you have the skills and experience required.

Look at the website of your potential employer and read about their values. Show that you have these attributes in your CV.

Show off your skills and abilities

Each point you make should demonstrate what you are good at and what you have achieved. There is no room for modesty.

Use numbers and figures where you can. For example, “I organised a talent show attended by over 1000 schoolchildren, a 75% increase on the previous number of attendees”.

Write clearly and simply

Make your CV easy to read by avoiding the use of long and complicated sentences. For example “*I conveyed a deeply informative presentation about Human Immunodeficiency Virus to a great number of local people in a small rural village, which included, among others, children, teenagers, pregnant women, orphans and the Chief.*”

Could be written as: “*I delivered a presentation about HIV in a rural village to audience of 200 which included a variety of different community members*”.