

General tips about how to write a great CV

- 1) Don't use **coloured** font, your CV should be entirely in black and white.
- 2) Use an easy-to-read font such as Arial, Verdana or Times New Roman in 11 or 12 point.
- 3) Keep your CV concise by using short sentences and short paragraphs for clarity. Avoid flowery language.
- 4) Use bullet points and headings where possible. **Bold** or underline headings so that they are easy to read.
- 5) Ensure all dates are accurate and include the month and year. In your employment history, if there is a gap explain why there is (e.g. overseas travel).
- 6) Keep the language in the same tense.
- 7) Don't use acronyms. If you are using an acronym repeatedly define it when first referred to in your CV, and then you may use the acronym. For example, Legal and Corporate Staff ("L & C Staff").
- 8) Use page breaks where necessary to keep relevant text together.
- 9) Be honest. Many firms and organisations will check out your educational qualifications, memberships and places of work.
- 10) Check and re-check the spelling, then ask a trusted colleague/friend to proofread it thoroughly for you. Errors in your CV can make all the difference between landing your next ideal role and missing out.