

CV TIPS

Our one-page doc on how to avoid common mistakes, and make your CV the best representation of you!

Do's

- ✓ Keep it simple and structured
- ✓ Make sure your address and other contact details are up to date
- ✓ Use a commonly used formal font like Arial or Calibri
- ✓ Keep the text size and colour consistent – Size 10/11 and black font
- ✓ Use bullet points and keep them consistent
- ✓ Include your LinkedIn profile link
- ✓ Ensure your spelling and grammar are correct
- ✓ Make sure that your most recent job contains the most detail

Don'ts

- X Don't overdo your summary personal profile. Some people will even choose not to use one
- X Don't spend too much time on prior experience unless very relevant
- X Don't overdo it on the 'Interests' section. 3-5 points/lines is sufficient
- X Don't make it too long. A CV should be no longer than 2-3 pages
- X Don't leave out any relevant extra skills or experience you have built up
- X Avoid large or elaborate fonts
- X Don't add a photograph
- X Don't leave out any roles or unexplained gaps
- X Don't solely rely on spell check, make sure to proof read

Structure

Personal Details

Name, address, mobile number, email address, and LinkedIn profile.

Summary Profile (optional)

If using this try to only include information that is factual.

Education and Qualifications

Start with most recent. Include dates, Institution, qualification type, and final result.

Professional Experience

Start with most recent. Include the company name, commencement and completion dates, department, your position title.

Outline in bullet point format, the main responsibilities of each role.

Include any specialist experience.

Skills

Include all technical proficiencies such as Excel, PowerPoint, and computer systems

Personal Interests and Achievements

Highlight 3-5 interests and achievements that showcase some of your personal strengths and values

References

Available on Request. There is no requirement to provide individual details at this point.