

Writing an effective CV



A CV should ...

be relevant to the job you are applying for.

be easy to read and follow.

contain detailed and accurate information.

only contain truthful information that can be supported.

highlight the qualities and skills you have developed.

be typed or word-processed.

Writing an effective CV



be printed with each page on a separate sheet of paper (A4) and printed on one side only .

be clear and easy to follow by being consistent with headings, fonts and use of bold text.

have your name and full contact details at the top so they're easy to see.

be completely free of errors.

Writing an effective CV



A CV should not...

contain irrelevant information.

be vague and lacking in detail.

contain any spelling mistakes, typing errors or poor grammar.

be dishonest.

include abbreviations and jargon.

have 'CV' as your heading.

Writing an effective CV

ideally be longer than two A4 sheets of paper.

contain gaps of unexplained time.

contain fancy fonts or be on coloured paper.

include a signature at the end.

be handwritten.

include an updated picture on your CV.