

CV WRITING DO's

- ✓ Organise it well – Good, clear layout, keep sentences short and use bullet points
- ✓ Keep it concise – realistically, you only have 60 seconds to impress!
- ✓ Keep it simple and easy to read – 2 pages
- ✓ Make it relevant and targeted
- ✓ Go into more detail about recent roles
- ✓ Use facts not opinions to describe your achievements
- ✓ Detail your personal input into team accomplishments
- ✓ Be honest and accurate
- ✓ Ensure there are no mistakes! If possible, ask someone else to proofread it for you
- ✓ Send good copies – clear photocopies on good quality white paper
- ✓ Try to demonstrate you've made an effort to keep your skills up to date



CV WRITING DON'Ts

- X Go over two sides of A4**
- X Use humour or attention-grabbing gimmicks**
- X Include photos or pictures**
- X Over-complicate things or repeat yourself**
- X Use the word 'I'**
- X Make your career summary read like a series of job descriptions**
- X Understate your case – this is the place to take full credit for your achievements**
- X Submit your CV until you're 100% convinced it doesn't contain any spelling mistakes or grammatical errors**
- X Be modest – clearly state achievements and give examples**

