

CV WRITING DO's

- ✓ **Keep to a maximum of two full pages**
- ✓ **Use a chronological order with the most recent work and education first**
- ✓ **Use bullets to highlight your achievements and to break up the body copy**
- ✓ **Write for your audience and avoid jargon**
- ✓ **Spend more time on your most recent achievements and experience**
- ✓ **Keep it factual, honest, truthful, and not opinionated**
- ✓ **Emphasise your role and achievements in team activities where you can**
- ✓ **Check your spelling, grammar and punctuation, then get someone else to do the same**
- ✓ **Save a 'Master CV' then adapt it for each application to link your skills closely to the role**

