Tips For The Perfect CV

Each job application is different and the words that you use to sell yourself should be individual and reflect your personality and professionalism. Having said that, there are a few general tips we can give for the perfect clean CV in terms of format and style.

Most CVs require a professional, clean style but some more creative jobs, such as marketing roles, can allow for a bit more creativity. You may want to add colour or different fonts. It really depends on the role you're applying for. You want your CV to match the job.

Make your CV easy to navigate, which means adding page numbers. Most CVs, no matter how experienced you are, should be just 2 A4 pages long. If you print this out, use both sides of the page so you end up handing over just one sheet of A4 paper. Make it clear which page is which by providing clear page numbers. You should also write your name on all pages of your CV just in case your potential employer prints it out on separate pages.

Your CV should be written very clearly in a plain font, such as Helvetica, Arial, Cambria or Times New Roman and the font size should be no smaller than 11. Make sure you use the same font all the way through. However, you can use different font styles to make the CV more readable. Use **bold** for headings or *Italic* for extra information. The CV should be typed up using a word processor with around 1 inch margins, double spaces between each section and the text should be aligned left or justified.

Most CVs are written in reverse chronological order with the most recent experience and education at the top, working backwards. Ensure that you always tell the truth on your CV but try to complete your timeline without leaving large gaps. If you've been out of work or are in between jobs be prepared to justify this in an interview. If you've been proactively seeking employment during your job transition or working

on yourself (such as further education or volunteering) make this known on your CV. You could use words such as "*freelancer*" or "*job transition*" to fill the gap. Make sure your CV has all the keywords that are in the job description.

Most importantly, spell check and grammar check your CV before sending it off. Check it, check it again and get a fresh pair of eyes, such as a family member or colleague, to check you're expressing what you want.

When it comes to writing a CV in English, it can be a bit nerve-wracking if it's not your primary language. If you're not sure about your English, send it over to us and we'll help you out! We always recommend using simple tenses, mostly the present simple tense. You don't want to over-complicate your phrases and try to avoid using the passive. We want to see active verbs and phrases. With the limited space on a CV, we also tend to avoid writing subjects, but we do write in first person. Instead of writing "*I co-ordinated a team*", just write "*co-ordinated a team*" instead.

Last but not least, try to send your CV in PDF format to ensure that the layout will remain the same for the recipient.