

# CV Tips & Advice



## Presentation

Think of your CV as a **marketing document** about yourself - it's the first thing an employer notices. Ensure clear presentation, consistent features all relevant information to your search. Ensure font size is orderly, spelling and grammar is correct and it's **uncluttered** using wide margins.



## Language

The language used is equally as important. The **content** of your CV will either sell you or turn off the reader. There are many strong verbs and adjectives to use to **enhance your experience**. Check out "The Muse" with *185 Powerful Verbs That Will Make Your Resume Awesome* which offers some examples. Ensure someone proofreads.



## Experience

When you have had a long, varied career history, we recommend you focus on your impact e.g. a successful project where you have had a significant impact, and then summarise your chronological history. If you are generalising a long career, mention in brief previous roles and **focus on recent** in detail. If you are aligning your CV to a role in particular, ensure you use the **most relevant experience** in most depth. If there are career gaps, **explain why**.

## The Typical Template

1. **Personal information**  
(including name, contact details & address)
2. **Profile/Personal summary**  
(what you want to achieve & sell your experience)
3. **Work experience**  
(start with most recent, and work backwards)
4. **Education & qualifications**  
(plus dates of completion)
5. **Skills/Personal Interests**  
(interests outside of working)

A good CV is normally 2-3 pages long.



## Structure

Remember that your potential employer or recruiter will only have a **few seconds** to scan through. Ensure your CV is easy to navigate and catches their attention where possible. Avoid lengthy sentences and use sub-headings and bullet points to stay concise.