

Curriculum Vitae

The first important step on your job search is perfecting your Curriculum Vitae (CV).

Getting this right from the start means you will stand yourself in good stead for landing an interview and, as a result, a job! However, many people do fall at the first hurdle by making a few common CV mistakes. Don't be like them.

Do's and Don'ts for CV Writing



Do - Match it with the job description

Scan the job description and include some of the keywords in your CV. Choose important keywords from the job description and include these throughout. For example, if you were applying for a role as a sales executive, you might use keywords like sales, confident, communication, account management, clients and targets.



Do - Keep it clear and well-presented

While it can be tempting to choose a unique layout or design for your CV to try to stand out, you could actually be damaging your chances. Quirky designs can end up being distracting and unclear. Use short paragraphs and bullet points where appropriate. You should also clearly label each section of your CV. Choose a clear font, something like Arial or Calibri is best and make sure it's not too small. Font size 12 is usually the best option to go with.



Do - Proofread before you submit

Before you submit your CV, make sure you give it a good proofread. Any spelling or grammatical mistakes are not going to look very professional. In fact, it may even imply that you are sloppy or pay little attention to detail. As such, be sure to give it a good proof yourself and even ask someone else to look over it for you. It always helps to have a second opinion!



Don't - Send out a generic CV

Make sure you tailor each CV to the specific role and company that you are applying for. As previously mentioned, go through the job description and choose the best keywords. You should also choose the information (qualifications, experience, etc) that is most relevant to each specific role.



Don't - Include irrelevant information

It is important that you only include the relevant information on your CV. This means only using your most recent and relevant roles and work experience, as well as key qualifications and skills.



Don't - Make it too long

Finally, you need to make sure that your CV is not too long. It should not be any more than one to two A4 pages, especially if you have carefully selected only the relevant information to include.