

Do's and Don'ts in CV writing

Do's

Do provide professional looking email address (rather than a jokey one).

Do keep your CV concise up to 2 A4 sides long (however some academic or medical CVs could be longer).

Do provide a covering letter explaining the reasons why you are the best person for the job (unless the job advert specifies no covering letters).

Do adjust your CV to the specific job you are applying for. Research the company online first.

Do use spellcheck. Make sure it is the UK version.

Do use formal, neutral and factual language.

Do use an easy to read font such as Ariel with the font size 10-12. The headings could be in bold and one size larger than the main text. The CV format should be easy to read.

Do seek advice from another person, if you are not sure.

Do provide details of your previous paid and volunteer jobs in the chronological order starting from the most recent ones. If you have a lot of relevant work experience, place your work history above your educational history.

Do list and date all previous education, including professional qualifications. Place the most recent first. Include specific modules only where relevant.

Don'ts

Don't write CV as the title, use your name instead.

Don't try to write a CV quickly, as you are more likely to make errors. Go back and reread your CV the following day.

Don't include details such as your age, date of birth, marital status or nationality.

Don't include very basic qualifications such as your SATS results if you have achieved GCSEs or the details of all your GSCE if you also achieved good A-Levels and a degree.

Don't include the details of your early schooling such as nursery and primary school.

Don't provide the details of your hobbies, unless they are relevant for the job you want to obtain. Don't include very general hobbies (such as socialising with friends, reading, eating out).

Don't use jokes, slang or derogatory terms.

Don't exaggerate your abilities, as you will need to back up your claims at interview.

Don't ignore large gaps in your work history, explain them.

Don't print your CV double-sided, use separate pages.

Don't fold your CV, if you need to post it, do it in an A4 sized envelope.