

## CV WRITING - THE DOS AND DON'TS OF CV WRITING

**CVs and resumes** are different in name only. They describe the same thing: a document that chronicles **personal details, career history and achievements.**

### Golden Rules

The ultimate goal is to make the CV a quick read.

Above all, **don't** lie or embellish the truth. It's much easier to check qualifications these days.

**Do** keep your CV to a **reasonable length**. One page/ two pages long.

**Do** use a **clear, uncluttered layout**, without too many special effects

Keep it **easy to read**.

**Do** use the “**reverse chronological**” format.

**Structure** it like this:

- **Heading : personal details**  
(your name (perhaps with your most impressive qualification), address and contact details)
- **Short self-profile**, but avoid hype and generalities.  
(It's strange how many CV writers are born leaders and strategic thinkers with superb communications skills!)
- **Academic experience**  
Keeping it brief, list your **education history** with dates attended, together with any language skills, and perhaps a chronological job history for clarity.  
**Do** explain all significant breaks in your career or education. Recruiters hate unexplained gaps.
- **Work experience**  
Describe the **companies** that you worked for and your **major achievements** in bullet form.  
**Do describe your role**, and how many people you were responsible for.  
Make your achievements quantifiable whenever you can. **Don't** leave the reader needing to guess at your importance.
- End with **any essential extra information**, hobbies and interests.
- Include references (or mention : references available on request)

**Do** keep the **style crisp and punchy**. It's usually best to write in the third person without pronouns, and to start sentences with “**action**” verbs. Choose “Led a major product launch” over “I/He was involved in . . .”

### Proofreading is required

**Check it thoroughly and carefully.** Then check it again. Spelling mistakes, typographic errors and inconsistent dates are even more damaging at a senior level than they are to the green college graduate.

Have another look: does your CV present all the required information in a clear, easy-to-read manner? If you can, have another helpful eye look it over.