

CV Template

There is no official way to compose a CV and many people will have differing ideas about how it should be presented. Therefore, do not feel you need to adhere slavishly to this guide if you already have a good CV. Certain parts of the CV will be more relevant to particular jobs, so would be expanded or left out accordingly. However, check that you have included the relevant key information and consider carefully any differences. Always be sure to get it checked before you send it off.

A few notes on presentation before you start...

Headings

Underlining is a bit old fashioned now for headings. Bold **ALL CAPS** is not to everyone's taste, but is okay as long as it is a sensible font. Headings are for clarity. It isn't always necessary to title something whose meaning is self-explanatory; date, qualification, institution etc., when listing old jobs.

Fonts

Serifs are the little hooks on letters that you get with Times New Roman, which is MS Word's default font. Serif fonts are **not** appropriate for headings, only body text. This font is Arial, which is MS Word's standard font for headings. It is *sans* serif, because it is without serifs. Do not use *unusual* fonts or *handwriting* style fonts. Never ever use *Comic Sans* for formal documents either! If in doubt, stick to Arial throughout or Arial for headings and Times New Roman for body text. However, a thoughtfully chosen font can add a subtle flare to a CV. Do not go smaller than size 10pt. Only use *italics* for book or journal titles.

If you are sending your CV electronically, check you have saved it in a compatible form, and that it will be readable when printed at the other end. Typefacing and unusual fonts can be altered when opened in old versions of MS Word or if your CV has been created on an Apple computer. If in doubt, save as a PDF, which makes the CV read-only and it cannot be altered, or print it (on good quality paper) and send it the old fashioned way.

Spelling, Grammar & Punctuation

Do not rely on computer spelling and grammar checkers. Ask a knowledgeable native English speaker to check all documents before you send them. A misplaced apostrophe could land your CV in the bin!

Layout

Spend time making sure it looks professional, is well structured and easy to read. Ensure consistent alignment of bullets, tables and text. Structure it so that personal details, qualifications and personal profile are all on the first main page – these are the most important.