

CV DRAFTING TIPS



Microsoft Word offers helpful CV templates and a 'Resume Assistant' if you're unsure where to start.

Use colour in your CV for screens and prioritise subheadings, bullet points, and formatting.

Treat your CV as a marketing tool to effectively showcase your skills.

Ensure a continuous and suspicion-free CV by avoiding time gaps.

Keep your CV concise, within four pages, and avoid font sizes below 11.

Employ past tense for all verbs in your CV.

Exclude photos to control biases during meetings; provide only email and mobile number, omitting the street address.

Tailor your CV to align with job specifications from the ad and description.

Seek honest feedback on your CV from someone you trust.

Submit your CV in PDF format for consistency.