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Ten Simple CV (Curriculum Vitae) Rules

The rules, or tips, listed below have been compiled by **Simply Words Editing Services** to provide some guidance for you when preparing a CV. This document covers ten important issues, but is not meant to be exhaustive.

1. Choose an appropriate format/structure for your CV. (Search on the internet for examples.)
2. Use a standard typeface, such as Arial - 11 or 12 point. Leave plenty of white space, so that your CV is easy to read, and avoid using text boxes, shading, etc.
3. Remember that this is a marketing exercise – you are trying to sell (but not oversell) yourself; be positive.
4. Start with a personal profile – three or four lines that sum up your key achievements, experience, skills and motivations.
5. Keep your CV short (no more than two A4 pages), succinct and well presented. Avoid using jargon, abbreviations or long paragraphs.
6. Keep it relevant. Ensure that the information included is relevant to the position you are seeking. It isn't a case of 'one size fits all'. Read the advertisement and any person specification; make sure that you show how you meet the stipulated requirements.

7. Concentrate on what you can offer prospective employers, not what they can offer you. What experience and achievements from the past have equipped you for your future employment?
8. Tell the truth. If you lie about your achievements, you are likely to be found out.
9. Arrange for the CV to be proofread, to check your spelling, punctuation, grammar and consistency. Simply Words Editing Services can assist with this; for a short CV (up to 300 words) it will only cost £5 – even less if you are a student. Once finalised, print out your CV on good quality paper.
10. When sending off your CV, always include a covering letter – ideally to a named individual. This should refer to the areas of your experience that are most relevant to the advertised position. Again, Simply Words Editing Services can check this for typographical errors, mistakes in spelling, punctuation and grammar, and for consistency.

Good luck!