

# CV Top Tips

*Let's go*

## ~~“Never judge a book by its cover”~~

CVs and job applications are the rare exception to this rule.  
First impressions always count – even on paper!

Make sure you consider:

- ❖ Font **Size**, *style* and **colour**: size 11 or 12, Arial or Times New Roman, black.
- ❖ Page layout and margin sizes: align your page and boxes, use the space wisely and ensure your content is legible.
- ❖ Careful use of CAPS, **bolds**, *italics* and underlines: avoid these as far as possible.

## 2 Vacancies:80 Applicants

Remember that conference you were sent to or the few days spent volunteering? Well that might just be what encourages a prospective employer to continue reading your CV and to potentially offer you an interview. Make sure you stand out with positive use of relevant information.

## Get a second opinion!

- Press F7 on your keyboard for spell checker.
- Investigate anything Word highlights or underlines.
- Ask a friend, colleague or family member to proof read your final product.

## GUESS WHO?

**DO:** Use an appropriate email address.

**DON'T:** Include nicknames, jargon or slang.