



Presentation

- ❖ Your CV should be clear and concise
- ❖ Keep the design simple
- ❖ 2 A4 pages printed on one side only; never more than 3 pages
- ❖ Use a good quality paper, preferably white or cream
- ❖ Type or word process in a standard black font and size; it is best to use a plain style font eg. Times New Roman or Arial in a size 12 point
- ❖ It should be well spaced and easy to read. Highlight headings by putting them in **bold font**
- ❖ Check your spelling and grammar
- ❖ Keep it up-to-date
- ❖ Tailor your CV to meet the criteria of individual job vacancies
- ❖ Do not overfold – it makes scanning and photocopying less successful. Present it in a large enough envelope
- ❖ It is best to avoid the CV wizards available on your computer – they are usually geared for the US job market, can be too complicated and it is more difficult to make alterations and additions to them at a later date.

