



Peter Button is our professional expert in CVs

20 Tips: Bad ideas for your CV

1. **Coloured** paper, although they ask you for 12 copies, it'll still be photocopied
2. Meaningless boasting: 'a dynamic achiever'
3. Jargon: not all who read are physicians
4. Gaps. If you spent a year in Tibet, say so
5. USE OF UPPER CASE (aggressive)
6. Underlining sections
7. Using exclamation marks!!!!!!!!!!!!!!
8. Attempts at humour, especially irony
9. Not proofreading it
10. Underselling yourself
11. Gloating about your achievements (think team)
12. Telling lies or exaggerating
13. Putting it in too fancy a binder
14. Stapling it in the top left-hand corner
15. Relying on the spellchecker
16. Mentioning the journals you've submitted to
17. Making a long list out of research in progress
18. Putting it in chronological order (put most recent first)
19. Copying your friend's one
20. Not taking a copy to the interview

Our tips in this series

- 20 tips successful interview technique
- 10 tips how to get the job you really want
- 20 tips bad ideas for your CV
- 20 tips bad interview techniques
- 20 tips bad presenting at interviews
- 20 tips on how to write a successful CV
- 20 tips presenting to win at interviews

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