



Peter Button is our professional expert in CVs

20 Tips: How to write a successful CV

1. What is your Unique Selling Point (USP)?
2. Think always of the person reading your CV
3. Readable typeface (Arial, Times, Verdana or Courier)
4. Lay it out in easy to read format and insert your own page breaks
5. Include your interests
6. Keep it up to date and on your P.C. Particularly the 'properties'
7. Use Bullet Points where appropriate
8. Include plenty of white space
9. Show it to your referees
10. Use positive, action words (see our CV Action Words pdf on our website)
11. Print on a good quality paper (90 gsm+) using a laser or inkjet printer
12. No larger than 12 point font
13. If submitting by email ideally submit as a pdf (Adobe file)
14. Number the pages
15. Try Resume Wizard in MS Word
16. Say what you achieved, not just what you did
17. Stress the positive side of what you've done
18. Use plain English, not clever words
19. Update and tailor it for each new application
20. Don't just list your audits: close the loop and tell us what was achieved

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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