

10 Top Tips for CVs



1. Target your CV to a specific role—have several versions if necessary. Work from the job details and Person Specification to guide emphasis
2. Minimise personal detail— the most important information is who you are and where to contact you
3. Put the good stuff on the early pages—selectors who read CVs have a 30 second attention span before they start to skim
4. Prune oldest information—if its over 10 years old, give little or no space
5. Make sure grammar and spelling are perfect!
6. Aim for 2 sides of A4. For senior medical CVs, 8 sides. Add appendices for reference if you have lists of things (but keep those concise)
7. Minimise white space, but equally don't reduce font and margins too much to try and cram information in
8. Use bullet points to highlight achievements, starting with “action words” rather than paragraphs of narrative saying “I did this, then I did that...”
9. Minimise jargon and obscure abbreviations
10. Present in an up-beat, can-do tone