

How to make a good CV/Résumé

1. Clarity and Readability

- **Format and Layout:** Use a clean, professional layout with consistent formatting. Avoid overly complex designs or excessive use of colors.
- **Font and Size:** Choose a standard, easy-to-read font (e.g., Arial, Calibri, Times New Roman) in a size between 10 and 12 points for body text.
- **Line Spacing:** Ensure there is adequate white space to prevent the document from looking cluttered.

2. Presentation

- **Tailored Content:** Customize your CV/resume for the job you are applying for, emphasizing relevant experience, skills, and accomplishments.
- **Length:** Typically, one to two pages is ideal, depending on your level of experience. Early-career professionals should aim for one page, while more experienced individuals may require two.
- **Brevity:** Use concise language and bullet points to describe your responsibilities and achievements.

3. Professional Summary

- **Summary Statement:** Provide a brief professional summary at the beginning, highlighting your key qualifications and career goals.
- **Impactful Introduction:** Make sure your summary grabs the recruiter's attention and sets the tone for the rest of the document.

4. Achievements and Results

- **Quantifiable Achievements:** Focus on your accomplishments and quantify them where possible (e.g., "Increased sales by 20%").
- **Specificity:** Be specific about what you achieved and how you did it, rather than just listing duties.

5. Skills and Competencies

- **Relevant Skills:** List skills that are relevant to the job you are applying for.
- **Balance:** Include both hard skills (technical abilities) and soft skills (communication, teamwork).

6. Experience and Education

- **Reverse Chronological Order:** List your most recent experience and education first.
- **Consistency:** Ensure dates and locations are consistent and in a logical order.
- **Details:** Provide enough detail to show what you did and how it benefited your previous employers.

7. Professional Appearance

- **Spelling and Grammar:** Ensure there are no spelling or grammatical errors. Proofread multiple times and consider having someone else review it.
- **Contact Information:** Include current and professional contact information, including an email address and phone number.
- **Professionalism:** Avoid including personal information that is irrelevant to the job (e.g., age, marital status, photo).

8. Additional Sections

- **Certifications and Training:** Include relevant certifications and professional development.
- **Projects and Publications:** If applicable, include significant projects, publications, or presentations.
- **Professional Affiliations:** List any relevant professional organizations you are a member of.
- **References:** Indicate that references are available upon request. Do not include them directly on the CV/resume unless specifically requested.