

How to Proofread your CV/Résumé?

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PRINT IT OUT

Reviewing a physical copy can help you notice errors that you might miss on a screen. It also allows you to see the layout and formatting more clearly.

READ ALOUD

Reading your resume out loud can help you catch awkward phrasing, repeated words, and grammatical errors that you might overlook when reading silently.

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USE A CHECKLIST

Create a proofreading checklist to ensure you don't miss any common issues. This could include checking for: a) Spelling errors b) Consistent use of punctuation c) Proper verb tenses d) Consistent formatting e) Accurate contact information

USE CHECKING TOOLS

Utilize tools like Grammarly or the spell check feature in word processors. While they are helpful, don't rely solely on them, as they may miss context-specific errors.

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CHECK CONSISTENCY

Ensure that the formatting is consistent throughout your resume. This includes font style and size, date formats, heading styles, and bullet point alignment.

REVERSE READING

Read your resume from the end to the beginning. This unconventional method can help you focus on individual words and punctuation rather than the flow of the content.

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REVIEW JOB DESCRIPTIONS

Compare your resume against the job descriptions for the positions you are applying for. Make sure the keywords and phrases match, and ensure your resume is tailored to highlight the relevant skills and experiences.

SEEK FOR A SECOND OPINION

Ask a friend, family member, or professional mentor to review your resume. A fresh pair of eyes can catch errors you might have missed and provide valuable feedback.

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