

How to Make Your CV Look Attractive

When a recruiter receives a well presented CV, they will realise that the person sending the CV has taken care in their application or enquiry for a job, and that they are likely to;

- Want the job that has been applied for / enquired about as an effort has clearly been made
- Have good quality standards because an attention to detail has been demonstrated
- Act as a good representative for the company because there is a displayed understanding of how to make a good impression

All these things give you an edge when it comes to interview selection, so make sure that any CV you send out looks as good as it sounds! So how do you beautify your CV? The tips below provide a handy guideline for you to follow when producing your very own, personal marketing document.

1. Make sure your CV is produced on a computer – do not use a typewriter or handwrite your CV. This will not look very professional.
2. Avoid any formatting options that might display differently on someone else's computer. So keep the use of columns, shading, tables and boxes to a minimum.
3. Stick to one font size throughout your article. Times New Roman and Arial are popular choices.
4. Keep the font size at 10 or 12 points throughout.
5. Use margins that are at least 2.5cm on either side and on top and bottom of the page.
6. Use a consistent style for headings. Avoid underlining where possible; it tends to look messy, and if a recruiter is using a recruitment or scanning software package to shortlist CVs, underlined words can confuse these systems.
7. Use standard bullet points only, and use a consistent type of bullet points throughout. As with underlining, the use of symbols can confuse recruitment and scanning software programmes.
8. Be consistent in your use of punctuation. Are you putting a full stop at the end of a bullet point? Then ensure you put one at the end of every bullet point you use.
9. Ensure that paragraphs and headings all align with each other. Don't tab across in some paragraphs and not in others.
10. Text generally looks better if it isn't justified, as justifying can lead to funny spacing between words.
11. Sufficient white space around headings makes a document generally become more aesthetically pleasing. But it can also be difficult to get the balance right between white space and fitting everything onto 2 or 3 pages of A4. If you are struggling to get your information to fit onto the desired number of pages, edit the text a little where possible, rather than squashing the full text into a cramped document.
12. Your CV is likely to be printed out and/or photocopied in black and white. So where possible keep it to black and white in font colour.
13. Include name and page numbers on headers or footers, to avoid a page of your CV getting separated from the rest of the document and lost.