

# Do's and Don'ts

## What to do and what not to do

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### Do:

- Start with a strong personal statement using a couple of sentences to summarize your strengths.
- Use a confident tone and positive language throughout.
- Keep sentences and paragraphs short. Sentences should be between 15 - 20 words and paragraphs should be no more than 10 lines.
- Make sure you include other skills that could set you apart from other candidates, such as languages, I.T skills and any interesting hobbies you have.
- Use bullet points for clarity.
- Detail fully your achievements wherever possible.
- Have someone check your grammar, spelling and punctuation.
- Your CV should be typed using a clear font such as Arial, and in font size 11 or 12.

### Don't:

- Use 'I' - it is implied throughout.
- List everything.
- Make up qualifications or experience.
- Try to be funny, or write in verse, or use coloured paper.
- Write a CV that is longer than two sides of A4 paper.
- Pretend to be interested in things you are not.
- Write headings which are obvious, e.g. 'name'.