

How to make your CV stand out from the crowd



Keep it open

Explain any work breaks or gaps in the timeline

Keep it relevant

No unrelated career or personal information. Stick to what is relevant to the job

Keep it real

Every job is different, so don't fire off a generic CV

Keep it honest

Don't exaggerate, distort, or conceal - you could get caught out at interview



Make it snappy

One page of concise information should be enough

Make it faultless

Absolutely no typos or grammatical mistakes - your CV must be word-perfect

Make it clear

Use a font and format that will remain readable when sent

Make it stand out

We've compiled this easy to follow checklist to ensure that your CV has everything you need to stand out from the crowd

- Personal details**
- Personal statement**
- Work history**
- Achievements**
- Education**
- Hobbies and interests**

