

# CV DOS AND DON'TS

Your Curriculum Vitae is one of the most important documents that you'll ever write. Think about it. It's one of the only communication tools you have to get on the next rung of the career ladder, so you need to make a great impression from the first page. Think of your CV like it's your personal publicist. It outlines your academic, professional and personal achievements, and your professional goals and aspirations. In a nutshell, it tells your (hopefully) new boss how awesome you are and, more importantly, why you're a better choice than anyone else. But (and this is a big 'but') your CV needs to do all of this in just a few seconds, amid a shouting throng of other CVs all competing for your job.

**ON AVERAGE A  
HIRING MANAGER  
SPENDS...**



**LOOKING AT AND  
REVIEWING A CV.**

## THE DOS

**CONSIDER  
YOUR FONT** Keep the size of your text  
between 9-12 points

Use traditional styles like:  
Calibri and Times New Roman  
Avoid Comic Sans at all costs

## TAILOR YOUR CV



Customise your CV for the job you are  
applying for

## PROOFREAD

It's not a good look to submit a CV full of spelling mistakes. Txt lingo is not OK either! If you're not sure, ask someone else to look over it before you hit 'send'

## USE ACTION WORDS

Words such as managed, improved, achieved, created and influenced show that you have actively achieved tasks

## THE DON'TS

**FORGET TO CHECK THE EMAIL YOU USE**  
sexymonkey@yahoo.com  
Is not an appropriate email!



## INCLUDE A PHOTOGRAPH

This is not common practice in New Zealand, and we prefer it if you didn't

## MAKE IT TOO PERSONAL

Avoid personal information like how many kids you have, your marital status or what you like to do after hours. Keep it relevant. There is such thing as too much information

A well-written CV will not only help you get an interview, it will also continue to work for you throughout the recruitment process. Use your CV during the interview to focus the interviewer on your achievements. Afterwards, it will be re-read to sum up the candidates and to make the final hiring decision – you or them.