# CV dos and don'ts

Expect to write several drafts of your CV before it showcases your talent and background in the most compelling and succinct way possible.

## Do:
- Focus on content, but make format attractive and easy to follow.
- Use lots of verbs, especially those that show off your accomplishments. Use active voice, not passive ("Managed a team of six" instead of "Was responsible for managing a team of six").
- Use a formal, professional tone.
- Be specific ("Am proficient in several programming languages, including C++ and Java" instead of "Have good computer skills").
- Explain long gaps in paid employment (e.g., full-time carer, work that was ended because of restructuring, return to college).
- Edit, re-edit, and get someone else to proofread.
- Keep it short – no more than two or three pages. If you have published books or articles, list them in a separate appendix of a page or two at most.
- Avoid gimmicks such as CVs on T-shirts, mugs, or CDs. It only works in some creative fields, for example, advertising and design.
- Tailor your CV to each position as much as possible. The basic architecture should stay the same, but you can emphasize or delete characteristics.

## Don't:
- Slap a CV together quickly to start your job search sooner. Do it right.
- Obsess for hours over every word. Spend that time networking.
- Tell everything about your work history – leave some of that for the interview.
- Stretch the truth. Employers check the information on your CV and some use verification services.
- Disclose your present or past salaries, or the salary you want. (Same applies for your covering letters.)
- Use acronyms or jargon – the person screening your CV may not be familiar with your field.
- Overuse superlatives. Let your accomplishments speak for themselves.
- Write the month you started and ended.