CV Presentation Tips

Although your greatest efforts in creating a compelling CV is on developing strong content, it is also important to be aware of its look. You have as much discretion in deciding on the look of your CV as you do on the content, so research as many different samples as you can and judge for yourself how best to present your information.

What fonts should I use? And what size?

Times New Roman is conservative. Helvetica, Arial or Calibri are other options to examine. Keep headings consistent. The usual size is 11 for content and 14 for headings. Experiment a bit.

What other layout choices do I have?

Some people put a page border around their information. Some insert a horizontal line underneath your contact information to add punch to the page. Others insert a box with reference quotes. These are all possibilities. Decide for yourself if they work or not.

Resume Titles

Resume Titles are *optional* and have replaced Objective Statements. For example: Customer Service Professional – The Career Summary or Profile would then follow.

Where do the dates go?

Some experts suggest dates be on the right, while others prefer the left; which resonates with you?

Order of Things

Remember a busy employer may only read the top half of your CV. If there is information that is crucial to your being considered for a position, place that as high up on the front page as possible. This can also include placing education before employment history if that is more compelling for you. You have some flexibility.

Creative Type Jobs

If you are a graphics person and want to show some imagination, you may want to present your content with some flair. After all, the job you are applying for is probably looking for creative skills. Look for creative Resume samples on line.

How many pages?

This really depends on the level of the position. Most employers are perfectly happy with two pages. In some cases a third page may be used for published articles, research programs, etc. Do remember that we live in a fast paced world. With the immediacy of social media today, the trend is "less is more".

Scanners

Some employers electronically evaluate CVs <u>before</u> reading them (Applicant Tracking Systems) usually to find keywords about experience and education that match the needs of the position

Should I include LinkedIn URLS and Twitter Handles?

Yes.   Make sure your LinkedIn profile is up to date.   Employers will be looking for you there.   If you are using twitter for personal reasons, it is not necessary to include your handle.   Using twitter for professional exchanges is more interesting to the employer.