



CAREER SERIES · 3 OF 7

What makes a good CV?

6 things recruiters look for in the first 30 seconds.

Swipe →

WHAT MAKES A GOOD CV

01

of 06

It is short

Two pages for experienced candidates, one page for fresh graduates. Recruiters scan, they don't read.

Swipe for the next tip →



WHAT MAKES A GOOD CV

02

of 06

It fits the job

Use the words from the advert. Change your CV for every application, not just the date.

Swipe for the next tip →



WHAT MAKES A GOOD CV

03

of 06

It shows results, not duties

Numbers and outcomes stand out.

EXAMPLE

**“Trained 40 community health workers”
beats “Responsible for training.”**

WHAT MAKES A GOOD CV

04

of 06

It is clean and easy to read

One simple font, clear headings and bullet points. No colourful templates, tables or graphics.

Swipe for the next tip →



WHAT MAKES A GOOD CV

05

of 06

It is honest

Dates, job titles, degrees and referees can all be checked. One false detail can cost you the job.

Swipe for the next tip →



WHAT MAKES A GOOD CV

06

of 06

It has no mistakes

Check spelling, dates and contact details.
Ask a friend to read it before you send it.

Swipe to finish →





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