Top tips for making your CV look smart

So you know what needs to be included, and you've laid it out in a logical order, but how do you make it stand out?

Follow these top tips to make your CV look smart and show your recruiter that you'd be a good fit for their organisation.

Don't write 'CV' or 'Curriculum Vitae'

It'll be obvious it's your CV so you don't need to take up precious space with a title.

Use colour, carefully

Using 1 to 3 colours can make your CV more interesting. Keep the colours subtle and make sure that all the text is still clear and easy to read.

Keep to 1 or 2 pages

If you can fit it all on one page while still looking smart, great! But two pages is fine too. If you can't fit it in, remove some of the less-relevant text (don't just make it smaller!).

Use columns

Having two columns on the page can make your CV nicer to look at and can help to highlight important skills or qualifications.

Guide your reader to what they want to see

If the recruiter wants to see something specific on your CV, they want to be able to find it quickly. Use different font sizes, bold font and headings to clearly direct the reader.

Leave some space

Leave plenty of spaces and gaps to keep your CV looking neat and so you don't overwhelm the reader.

Style it for the job you want

Think about the kind of role you're applying for and reflect it in the style of your CV. If you're applying for a creative role, make your CV creative!

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