

Tips for a great CV

Meaning of the word CV or Curriculum Vitae: “Course of life”. is a detailed document highlighting your professional and academic history

For your first CV remember this is a living document that changes as your experience grows and in the beginning it can serve as a guide to assist in finding a variety of experiences.

2 Types of CV’s the difference is formatting order

Chronological is designed to highlight your academic history and professional experience. This type of CV focuses largely on your academic and professional experience, great for Alumni.

- Contact information
- Academic history
- Professional experience
- Qualifications and skills
- Field placement experience
- Awards
- Publication and presentations
- Grants and scholarships
- Licences and certifications
- Professional association
- Referees

Functional is designed to emphasis your skills, awards and honors. This type of CV is great for students, new graduates or if you are changing a career.

- Contact information
- Qualifications and skills
- Awards and honors
- Academic history
- Field placement experience
- Grants and scholarships
- Licences and certifications
- Publications and presentations
- Professional associations
- Professional experience
- Referee

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Job and Placement Portal: ghworks.guelphhumber.ca

Font type and size

Your CV needs to be easy to follow, be sure to choose a font type and size that suits you. Some suggestions are Helvetica, Arial and Geneva as they do not have decorative letters. With the font size between 10 – 12 points.

Using your space effectively; Margins, bullets, headers, bolded words, spelling and grammar

Make sure your margins are between 1 – 1.5 inches as too narrow can leave a lot of white space and too wide can make it look cluttered. Try to end your CV on a ¾ to full page

Bullets add a break when you have a list of items, adding bullets can make it easier to read

Bolded words also a great way to draw the reader's attention an example is bolding your name or a job title

Lastly, proofread your work, spelling and grammar count and demonstrates professionalism at any stage in your career.

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