**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

**Need more help?** Visit Career Services | Email: career@guelphhumber.ca
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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