

## How to format your CV...

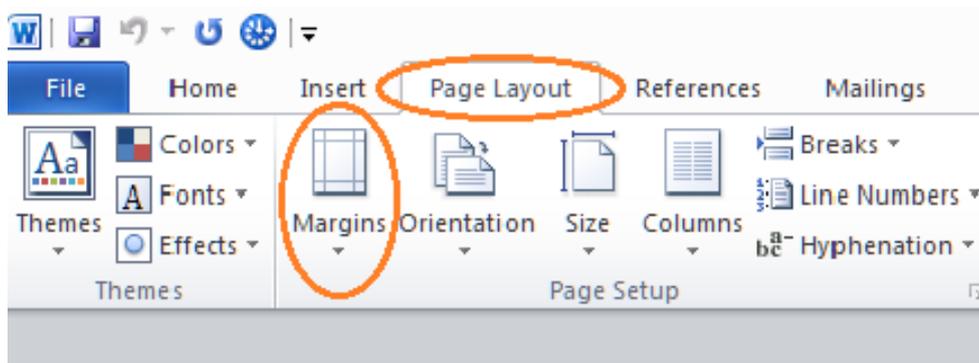
---

Your CV should ideally be made up of a minimum of two pages of A4. It is important to make the best use of space on your CV to effectively market your qualifications, skills and experiences to an employer.

### Changing the margins

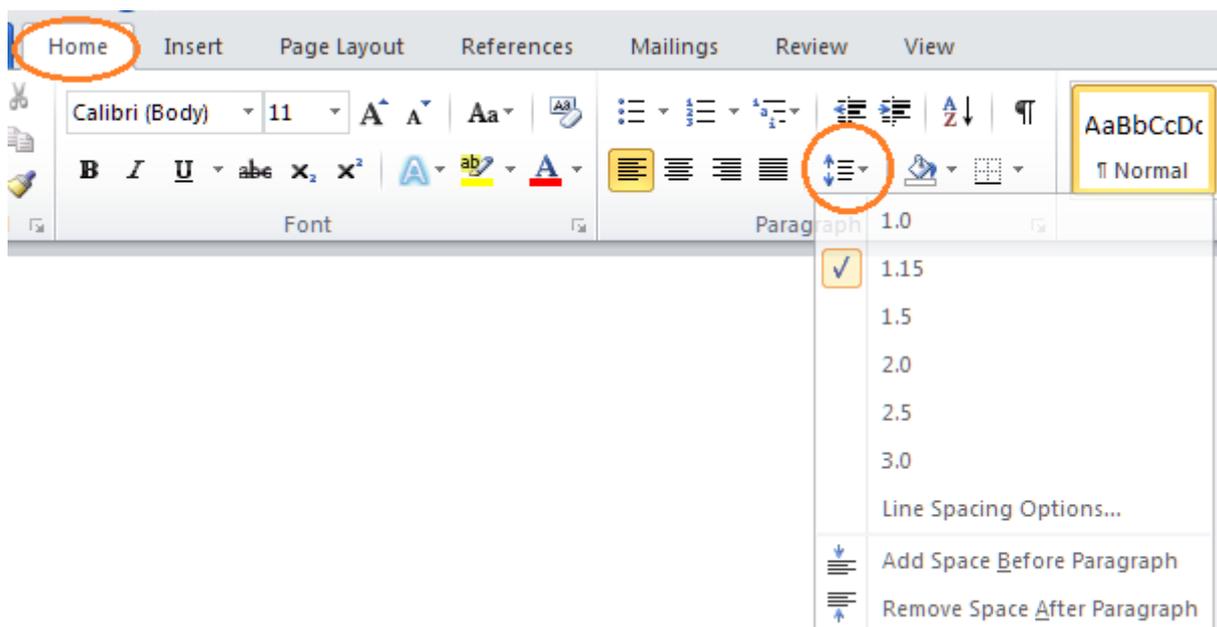
To give yourself the best use of space it is recommended that you change your margins to 'narrow'. If you're not sure how to do this in MS Word, follow these steps...

- Go into the 'page layout' tab at the top of the page.
- Select 'margins'.
- Select 'narrow'. This will give you an approximately 1cm border around the edge of your document.



### Changing your line spacing

If you are finding space is limited on your CV consider changing the line spacing. To do this make sure you are in the 'Home' tab. Then select the line spacing icon, as highlighted below. MS Word automatically sets documents to 1.15 line spacing, but if you change the spacing to 1.0 it will give you a small amount of additional space throughout your document.



## Font styles and sizes to use

Arial (size 11)

Calibri (size 11)

Tahoma (size 11)

Times New Roman (size 11)

Lucinda Sans (size 11)

Georgia (size 11)

Arial (size 12)

Calibri (size 12)

Tahoma (size 12)

Times New Roman (size 12)

Lucinda Sans (size 12)

Georgia (size 12)

It is recommended that you print the document out, as some fonts can look quite different on screen.

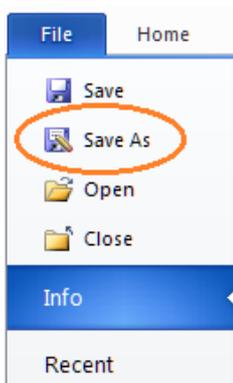
The size of font depends on how much space is available to you. Generally size 11 and size 12 fonts lend themselves to being easy to read through and looking visually pleasing. Size 10 looks too small and can be quite difficult to follow.

## Saving your CV as a PDF document

If you are sending your CV or covering letter as an email attachment it is recommended that you send the document as a PDF attachment. By sending your document as a PDF you can be sure that the document you send will look the same as document you have carefully prepared and formatted in MS Word.

To save your document as a PDF follow the guidelines below:

Click on 'File' and 'Save As'



Click on 'Save as type' and select 'PDF' and give your document an appropriate name.

