**Guide to Preparing your CV**

 Do not use a fancy font – they are difficult to read and may put some employers off. Use standard fonts like 12 pt New Times Roman or 11 pt Arial. Use consistent formatting style. For example all headings should look similar (same size and type of font, same indentation, spacing, etc).

 There is no hard-and-fast design template. Try to keep it to one-two pages.

NEVER go beyond two pages.

 You should highlight what is BEST about yourself, mention your achievements, but also don’t oversell yourself.

 Be concise, use active verbs, do not have long sentences, try not to use abbreviations.

 Start with the most recent employment and education details and work your way backwards.

 Describe what you did using active verbs: "Taught" "Designed" "Implemented"

 Don’t leave gaps between education and employment details. If you have been travelling or using time to volunteer make sure you mention it.

 Use headings in bold type to help the reader navigate.

 Do not use personal pronouns like “I” or “We” in the wording of the document.

 Use courtesy titles when referring to people (such as your References). Eg. Dr.

Anisul Islam, Mr. Fahad Rahman or Ms. Jahanara Anwar.

 Keep the objective brief, impersonal (don’t use “I” or “my”) and to the point. Don’t just put together several objectives you have read somewhere and liked the sound of. Long, complicated, objective statements put off the reader right at the beginning.

 Do give examples of memberships of clubs and activities you participated in.

These make you stand out among the crowd and show the employers who you really are.

 There is no need to mention height, weight, blood group etc unless you know these are needed for the job you would like to do. Personal information should be kept to a bare minimum. District, etc, are not necessary.

 Do mention your expected date of graduation.

 Know when to use capital letters. Always use capitals in names of people, schools, colleges and places (Eg. University of Liberal Arts Bangladesh not University of liberal arts Bangladesh)

 Do not use abbreviations such as “&”. Use the full form of the word – “and”.

Remember that the CV is a formal document.

 If you decide to include personal qualities, remember these are subjective, that is, they are your opinions, not necessarily facts about yourself (eg innovative, hard working, goal oriented). You may be asked to justify with examples to the interviewer your inclusion of those qualities. Rather than just listing random qualities that sound good, put emphasis on facts in the CV. Emphasis what you did, what your achievements, activities and interests have been over the last few years.

 Put a simple border (nothing fancy!) around your digital photograph.

 It goes without saying that everything you mention in the CV needs to be accurate and true. **There is no need to sign off on the CV with statements such as “All information given in this CV is accurate to the best of my knowledge”.**

 Leave lots of white space.

 Make sure you spell check.

 NEVER LIE!

**Layout**

1. At the TOP:

 Your name, address, phone and email

 Embed your photograph into the document

2. Objective

3. Professional Experience

4. Education

5. Skills (IT, Languages, etc)

6. Personal Details

7. References