

CV Golden Rules

Using the words below fill in the gaps.

These are the golden _____ for writing my CV.

1. My _____ must not be too long or too many _____. One or two pages will be enough.
2. My CV should be typed using a _____. I can use the computers at _____ or at the library.
3. My CV will be printed on _____ paper in an easy to _____ font such as Arial 12.
4. My CV will start with my _____ and _____ details.
5. It will show my work _____ and any jobs I have had in the _____.
6. My CV will show my _____ and college details and any _____ I have.
7. I will proof read my CV to make sure it makes _____ and there are no _____ mistakes.
8. My CV will be _____ if I may be asked to support anything I have written in an _____.

interviews	spelling	qualifications	past
write	CV	rules	computer
name	school	pages	honest
contact	read	college	experience
sense			