



## Initi8's Principles for CV Writing

Your CV is often an employer's first impression of you. So it's important to submit a well written, professional looking CV, to give yourself the best chance of landing your dream job. Here are Initi8's guiding principles for CV writing and an example which you can use as a template.



### Tailor your CV to the role

It's essential that your CV is adjusted to the role you're applying for. Different roles may require different things. For example, a designer or a developer might want to include a portfolio to show examples of work. A project manager should include details on cost, team size, quality and deliverables, and a business analyst needs a concise, readable document.



### Less is more

Your CV should be no longer than 3 pages. It should be punchy and to the point, as your prospective employer will only have time to scan the most relevant parts.



### Simplicity is key

Don't overcomplicate your CV with jargon that is difficult to understand and adds unnecessary length.



### Looks matter

Your CV should be aesthetically pleasing and easy to read. Avoid clutter, tables and over-formatting.



### Get your spelling and grammar right

Spelling and grammar mistakes indicate a lack of care and will leave a poor first impression. Double check your CV or ask someone else to proof it before sending. Your Initi8 consultant will be more than happy to review it and provide feedback.



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