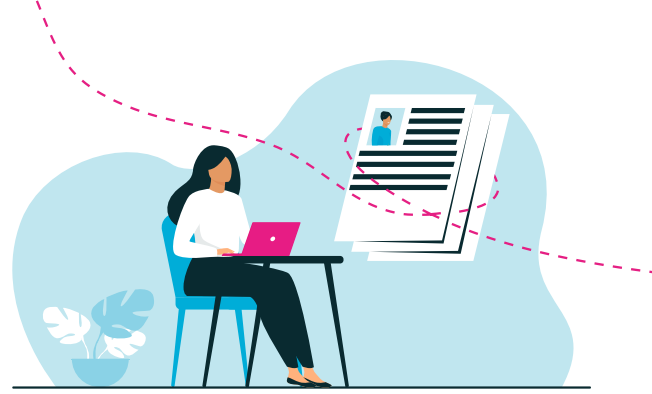# Format your CV the right way

The format of your CV can be the deciding factor between getting your CV in front of human eyes or dropping off at the first step of the hiring round. To ensure that your CV does not land in the pile of error CVs, be sure to...

○ Always submit your CV as a Word document, saved as .docx.
   Try to avoid PDFs unless requested.

○ Make sure your document is aligned so that it is easy for an applicant tracking system
   (or CV bot) to read it.

○ Times New Roman and Arial fonts are the most reliable for beating the CV bot.
   Cambria, Georgia, Calibri and Verdana are appropriate second options.

○ Avoid all custom fonts, embedded images, and unusual CV designs. Use a chronological
   CV format that is easy to read for both humans and applicant tracking systems.

○ The font size doesn't matter as much as the font, try to stick to 10–12-point font.
   It'll make your CV look professional when it is finally seen by the hiring manager.

○ Make sure you have the right spacing between multi-word keywords. For example,
   "Programme Manager" will be registered as a complete skill but "Programme Manager"
   will not because there is an extra space hiding between the words.

○ Avoid using tables or columns as they can cause errors when passing through the CV bot.

○ Be sure to make use of traditional 'black dot' bullet points instead of using colour, stars,
   or any other non-standard point system.

○ Make sure that all dates are formatted in this order: MM/YYYY.
   For example, "05/2020".

○ Avoid using an unprofessional file name. Always save each file with your first and last name

💡 Bonus tip: Avoid putting any information (email, name, address, etc) in the header or footer
   of your CV. Always put all your contact information in the body of the document.

Since no two applicant tracking systems are the same, these tips are based on the most common errors found across popular applicant tracking systems. To put your CV to the test, you can use online scanners to see if your CV would pass through an applicant tracking system.

Good tools to use for pre-scanning your CV:

- Resume Worded
- Jobscan
- CVScan
- Skillsroad
- SkillSyncer

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