

Common Questions and Answers:

I need to make some changes to the new CV.

No problem. To do this you can either:

- 1) Make changes to the Word file (in brief note format if easier) for us to edit and correct; or
- 2) List the changes required within an email.

The formatting of the CV doesn't look right?

Are you opening the Word version of the CV? Try opening the PDF version (this retains document formatting regardless of software used to open it). If the PDF version looks fine, but the Word version has issues, let us know as it can usually be resolved by us saving in an earlier version.

Why are some words not hyphenated?

Descriptive phrases consisting of an adverb ending in "y" or "ly" and an adjective are not hyphenated, for example: "Analytically minded" shouldn't be highlighted.

Some of the sentences do not sound right – are they missing "the"?

To tighten CV content we avoid the use of articles (a, an, the) and helping verbs (have, had, may, might, and forms of "to be": am, is, are, was, were). These extra words are assumed by the reader.

Why is my contact information not in a header?

Applicant Tracking Systems (ATS) can be set to ignore headers and footers so there is a risk this information will be deleted. In 2017, over 85% of recruiters use ATS.

Why are some numbers spelled out?

As a rule, words should be used for single-figure numbers for anything below ten (e.g.: eight, nine, 10, 11). This doesn't apply to percentages (e.g.: 4%).

Why have you not written "References Available Upon Request"?

Recruiters already know this - it's an overused phrase. It also wastes space for more relevant details.

Why have you chosen this specific font?

We prefer sans-serif fonts, such as Verdana, Calibri, Arial or Tahoma rather than serif ones (those with the little curly parts of certain letters). Serif fonts can cause some letters to become unreadable.

I've read about using white font to hide text with keywords to trick ATS. Should I?

Some people have reported that filling in the blank spots on their CV with specific keywords will help manipulate ATS to their advantage. However, we advise proceeding with caution as some ATS can tell if white font has been used and this could make you appear deceitful. You can read more about this at <https://www.thecvstore.net/blog/cv-ats-white-font/>

Will this new CV guarantee me an interview?

No. We never guarantee our services will secure an interview (any company that does is lying as it's impossible to control how you approach your job search). Instead, we offer free and ongoing CV support for 12 months.