

Cv Two

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Do's

- Use max. 2 sides of A4
- Use the active voice and present tense
- Use a clear and easy-to-read layout and style
- Ensure unity of style and structure throughout
- Use the same font as in your cover letter
- Add a footer: Curriculum Vitae [your name]
- Use page numbers

Don'ts

- Use long sentences
- Make spelling mistakes
- Use unclear abbreviations or jargon
- Use the third person to write about yourself
- Use too many different fonts

Easy to read

- A common, easy-to-read layout for your CV is as follows:
- Left: a column providing dates
- Right: information about the activity
- CVs are usually written in reverse chronologic order, i.e. the most recent activity at the top and working backwards from there. This ensures that relevant and interesting activities stand out better.

Read more about [categories on CV](#).