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ENSURING YOUR CV IS ERROR-FREE

You have come this far and worked so hard to craft the perfect CV. Don't undersell yourself by forgetting to proofread properly. Here are the most common CV errors to look out for:

1. Spelling mistakes and grammatical errors



- Use the spell-checking software on your computer (ensure it is set to the correct language)
- Print off your CV and/or cover letter - you will find it easier to pick up on mistakes
- Read your CV aloud - again this will highlight any glaring errors to you
- Read your CV backwards - it might sound odd, but this is a proven way to pick up errors
- Ask a friend or relative to proofread the documents for you
- Make use of free online software such as [Grammarly](#), [Slick Write](#) or [Paper Rater](#) to help you spot any grammatical errors

2. A lack of consistency

- Ensure you are consistent in your use of abbreviations and capitalisations
- Consistently use the same simple font and font size throughout your application – the same goes for bold and italicised copy
- Don't switch from writing in the first person to the third person, and vice versa
- Similarly, ensure you maintain a professional tone throughout

3. Formatting issues

- Keep it simple – avoid the temptation to get carried away using backgrounds, borders or clipart
- If using Word, zoom out of the document to get a clearer view of formatting
- Print the documents out to quickly flag formatting errors – this way, you will soon see if something doesn't look quite right
- If your CV is more than one page, ensure your page transitions are smooth, for instance, don't start a sentence on one page which carries on to the next
- Once you are happy with the formatting, try converting the document into PDF, which should ensure the formatting stays as you intended it
- Check your CV reads well on desktop, mobile and tablet devices

You can read more advice on how to avoid errors on your CV [here](#).