

CV tips**Job seekers
resources**

Six Tips for Creating a Compelling CV

Choose a Name

Do you have a nickname? Do you use a suffix? Do you have a long or difficult-to-pronounce name that can be made more accessible? These considerations should all be part of your “name strategy.” The name on your CV doesn’t necessarily need to be your legal name, so you’re free to choose the name that’s easiest to remember and best represents you.

Mind the Gaps

When listing your schooling and professional experience, make sure not to leave anything out. Employers want to know where you’ve worked and how you’ve spent your time since graduating. Any gap in the timeline will be a red flag. If you’ve taken time off in the past, have additional documentation available to explain why. Listing volunteer experience you gained while not employed is one effective way to justify gaps in your CV.

Activate Your Words

Begin bullet points with active verbs such as “Taught,” “Improved,” or “Visited,” and use quantifiable numbers whenever possible to add significance to your experiences. For example, explaining that you helped 30 patients to gain their mobility in a rehabilitation center on a weekly basis is more effective than simply listing your general responsibilities at the facility.

Include the Details

List the year any certifications were received and add any recertifications with year of recert. You’ll also want to list your active and inactive licenses, and expiration dates when applicable. Have you served in the military? Include branch and dates of service in month/year format. List hospital affiliations in month/year format to indicate the duration of time affiliated with each institution. You’ll also want to include the address and telephone number of the institution and indicate the position(s) you held there.

Maintain Your References

Even if you don’t include your references with your CV, you’ll want to have them handy in case an employer asks for them. Make sure you have current contact information for each reference, and check that you’re still on good terms with the former bosses and coworkers you have listed.

Don’t Ramble

While CVs don’t have the same length restrictions as traditional résumés, you should aim to keep yours as clear and succinct as possible. Remove redundant information and focus on the skills that are most relevant to the specific job you’re applying for. As a rule of thumb, your CV shouldn’t exceed four pages.