

CV Formatting and spacing guidelines

If you're unsure of how to format your CV, it's worth downloading a few CV templates to familiarise yourself. After all, formatting and spacing your CV is equally as important as the content.

Here are some formatting and spacing tips to bear in mind:

Length: The standard length of a CV in the UK is two pages. However, one size doesn't fit all, and so for some professionals, one or three pages may be more appropriate.

Headings: Each section must be introduced by a big, bold heading to ensure an easy read.

Font type: Most employers will receive your CV in a digital format, so choose a clear font like Calibri or Arial. You can use a different font type for your headings, but keep it professional and easy-to-read too.

Font size and page margins: The body of your CV should be between 10 and 12 point font, and your headings between 14 and 18 points. Keep your page margins around 2.5cm, but never reduce them to less than 1.27cm or your CV will appear cluttered and hard to read. White space ensures clarity and professionalism.

Proofreading and consistency: Your formatting must be consistent throughout your CV to keep it looking slick. Don't spoil your polished look by including typos and inaccuracies; proof-read like a pro to capture every mistake or invest in intelligent spellcheckers like Grammarly.

Tailoring and keywords: It's perfectly acceptable to keep a generic copy of your CV for your own records, but if you're applying for a job, it must be tailored to the role.

Saving the file: It's likely you'll send your CV via email or through a job board like CV-Library. Save your CV as a pdf file to ensure recruiters can open it on any device. A pdf will also maintain formatting, so you can be sure that employers will see your CV as you intended.

