

Although there are many ways of formatting a CV, the LBS Career Centre recommends the format below. Make sure to study CV standards for your field - freelancers will structure it based on projects rather than years. If you're searching for inspiration, check LinkedIn pages of your competitors.

Keep working on your CV, it shouldn't be done overnight - effort does matter and it shows. People who read hundreds of CVs daily can tell the difference. Keep optimising your bullet points - every word counts so leave nothing unnecessary.

CHOOSE YOUR FONT:

- Use just one font throughout, choose one size for the body and stick to it (from 9-12 pt). To help your headlines stand out, use boldface or slightly larger size.
- The most common fonts are Arial and Times New Roman.

Don't write CV or Curriculum Vitae in the headline - the reader knows this is your resume.

Name Surname
name@email.com
+44.....

Use a professionally sounding email address

Use reverse chronological order throughout your CV

EDUCATION

2010 - 2013

Name of Institution, Location

Degree

If you're still studying use an expression "reading for ... degree"

2004 - 2009

Name of Institution, Location

Degree

- Significant awards
- Extracurricular programs, scholarships
- GMAT score if available and it's 720 or more

Always proofread, 10 times - when you think you're done, ask a friend to check it for you once again

BUSINESS EXPERIENCE

2015 - 2017

COMPANY NAME, Location

Position Held

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Write your bullets in third person using past tense

Avoid using personal pronouns like I, me, my, we, or our

Explicitly compare yourself to peers where possible

Quantify your achievements! Be specific. Don't just say "managed large scale projects" - provide budget figures and headcount of your team

Do not abuse the acronyms and technical language

2013 - 2015

COMPANY NAME, Location

Position Held

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-
-

Write 2 - 5 bullets for each role

2009 - 2010

COMPANY NAME, Location

Position Held

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-
-
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Be crisp and concise.

if you have too synonyms, use one

ADDITIONAL INFORMATION

• Include your achievements & awards

• Include extracurricular activities and positions

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Be consistent in everything and everywhere!

Add any entrepreneurial activities not mentioned in the business experience section

Include unusual interests

LANGUAGES

PROGRAMS

List languages you speak and their levels, you can also add programs or hardware you can use if relevant to the job. (It's assumed that you have a basic proficiency in Microsoft Office so no need to include it)

Make it 1 page max - the recruiters scan your whole CV in 30 seconds

- Use short, active, punchy statements throughout
- Don't use overly complicated language - you must connect with the reader immediately
- Help the reader understand the context

Many CVs are discarded in 1-2 seconds so first impression counts! Make your CV well structured and don't use confusing layouts - content is the key.