

# Avoid these CV/résumé mistakes

## (A checklist for non-native English speakers)

### 1. Avoid cultural mistakes.

- Research the customs in the place you're applying to and choose between a CV or résumé.
- Check the spelling and date format for the country you are applying in.
- Check to see what personal information you should include, and format your name correctly.
- Include some interesting details about yourself in the hobbies, objective, or personal statement.
- If you include a photo, make it a clear, smiling headshot with good lighting.

### 2. Avoid design mistakes.

- Use a clear, consistent format that is easy to read.
- Include a little white space between each section.
- Use type hierarchy to make section headers stand out. (font size, **bold** type, *italics*, Title Case, or ALL CAPS)
- Use bullet points to organize your information.
- Include your contact information at the top of the first page and your name and page numbers on other pages.

### 3. Avoid English mistakes.

- Use a consistent writing style. (For example, all titles or company names should be capitalized.)

If something is different, there should be a reason for it to be different.

- Use action verbs and compelling adjectives to make your work sound interesting.
- Find the right words to describe your job title or degree by looking at job postings for similar jobs.
- Check your punctuation. Don't use periods on short phrases. Also, check your apostrophes.
- Do a spell check and grammar check. Look for singular vs. plural errors and check uncountable nouns.
- Check your articles and prepositions. I recommend using [Grammarly](#) for the first draft.
- Get a native speaker or English coach to look over your document before you send it.

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