

Making your CV scannable

- Use A4 paper.
- Use white paper.
- Print on only one side of the paper.
- Avoid dot matrix printouts.
- Avoid low quality photocopies.
- Laser printed original is the best option.
- Avoid staples and folding.
- Use common fonts such as times, Helvicta etc.
- Font size should be between 10 and 14 points.
- Line spacing should be set at 1.5.
- Use capital letters for section headers.
- Avoid fancy styles, such as any word art or italics.
- Graphics and other non standard text should be avoided.
- Write your CV in one column format (not in newspaper style).
- List phone numbers on different lines.

Source www.cvtips.com