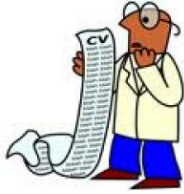


How Long Should Be Your CV?

Posted by [admin](#) on Dec 14, 2013



There has always been a debate on whether a resume should be one or two pages long, leaving candidates thoroughly confused.

Rahul Raj, TimesJobs.com Bureau

Experts share their opinion on what they believe should be the ideal length of a CV.

Have I mentioned all my credentials? Did I leave something out? These are few of the questions that must have cropped up in your head while drafting your CV. In this mad rush to include each and every bit of information about you in your resume, you generally forget a key resume drafting etiquette-maintaining the length of your CV; and your CV ends up looking like a report. Now the question arises, how long should your CV be? Is a one-page CV too short or a two-page resume too long? Let's find out what experts have to say....

Aditya Narayan Mishra, president – Staffing and director – Marketing, Randstad India

The ideal resume length for a candidate should be between one and two pages. The recruiter generally has one or two minutes to go through the resume during the first stage of screening and so the resume needs to convey the potential and expertise of the candidate in a candid manner.

The resume should be able to convince the recruiter that he/ she is a right fit for the job. So, the content should be short, elegant and at the same time, carry enough proof-points. When drafting the resume, any element that does not fit well or is not relevant to the company and the role, should be avoided.

As the job market has become very competitive, the candidate should not get misled by thinking, more number of pages will be perceived as a high quality resume.

Varda Pendse, director, Cerebrus Consultants

Ideally it should not be more than two pages. One pager resumes are the best! A resume more than three pages can be distracting for prospective employers and they may not be interested in going through it. Unless asked for, no matter for which level one is applying, one must send a first brief resume and thereafter send a detailed resume. It's good to prepare two resumes – a brief summary and a detailed resume.

Sanjeev Dixit, chief people officer, Allied Blenders and Distillers

As per my experience, a CV which provides complete and relevant information irrespective should not be restrained by the number of pages. However, a two-page CV should be enough to incorporate all the relevant details and information.

Please note that the attention span of any hiring/HR manager or for that matter, any human, is not more than a minute or two whenever he is going through the CV. Therefore, the first impression of the CV comes from being crisp and informative.

Jacob Jacob, chief people officer, Apollo Hospitals Enterprise Ltd.

A one page resume is ideal for a fresher who is starting his career –such as a management graduate at a B-School. Typically, a lot of applications received by employers are from entry level candidates and therefore, it is highly recommended for them to highlight all their academic credentials and internship details in a one-page resume.

For an experienced professional, a two-page resume is ideal, where they can highlight their academic qualifications and work experience preferably in a chronological order.

Ideally, the length of a resume should not exceed more than three pages. A three page detailed resume is ideal for manager and above cadre and for techno-functional /multifunctional/ multi-project profiles; where there is lot of skills and experience to be highlighted.

Aparna Sharma, country head – HR, Lafarge India Pvt Ltd.

The length of the resume is directly proportional to the experience of the candidate and the role handled. For example; if a candidate has an experience of four years and he has spent these four years in a single organisation, then he must list out the various roles he/she has held and the responsibilities in each role. In case the candidate has an experience of 15 years in 3 different organisations, then he/she can list out his tenure and broadly mention about his responsibilities across the three organisations.