

10 CV MISTAKES TO STOP MAKING TODAY

1

Not tailoring your CV to the specific role

No matter how polished your CV structure and design is, the hiring manager won't see past your introductory paragraph if it isn't relevant to the vacancy.



2

Exaggerating the truth

Be truthful about your experience.

Lying on your CV will only lead to problems down the road in your interview or struggling in the role.



3

Using an inappropriate email address

Your email address is one of the first things your target employer is going to see.

Would you take an application seriously if it was coming from *ilovebeyonce@aol.com* or *bacardigirl@yahoo.com*? Maybe *not*.



4

Not demonstrating your impact

It's important to list your skills in your CV but don't forget to mention *how* you contributed.

Adding figures, revenue increases, percentages is a brilliant way to show how you made a positive impact.



5

Lacking detail in current role

Don't rush detail about your latest position as hiring managers will be concerned about your most relevant and recent skills and experience.

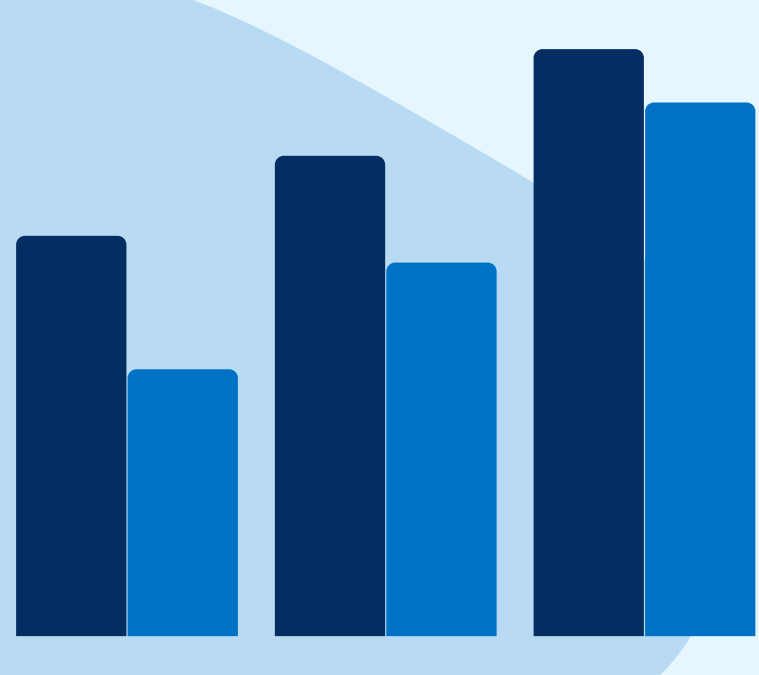


6

Using skill graphs

Skill graphs have become increasingly popular with more visually-pleasing CVs being created.

They may help modernise your CV, yet they add no value to employers. Instead, explain in *what* ways you're skilled in those areas.



7

Using your photograph

This will invite employers to make judgements about your appearance when their assessment should be wholly on your personality and experience.

Many companies screen applications before they go to the hiring manager to remove anything that could be used to discriminate against (incl. gender, race, age).



8

Including references

They are not needed at the early stages of a job application so don't waste your CV space on something that isn't required.

More importantly, it isn't appropriate to share personal information of your reference – and your CV may be uploaded online or circulated via LinkedIn contacts.

REFERENCE



9

Inconsistent layout & design

Be consistent with your font. Use one for body and one for headings - don't overdo it. This can be overwhelming for the reader. You want the employer to focus on the content and not be distracted by your **font choice**.



10

Ignoring gaps in your employment history

It's normal to have gaps in your CV - due to grievance, caring duties, mental health issues.

The best place to mention this would be in your cover letter. Consider the transferrable skills you've gained. You didn't just travel, you've developed organisational and time management skills.



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