

Common CV Mistakes

The importance of a well written CV cannot be stressed upon enough. Below are some of the most common CV mistakes we come across:

Dates on roles

It is important to list dates on each role you have worked in throughout your career. List the months, along with the year, to give Recruiters, Hiring Managers and HR a better understanding of how long you have been in your role. Always list your experience in reverse chronological order.

Unexplained gaps

Terms of unemployment are not necessarily negative, it can show times of personal development through life experiences, whether that be training, illness, caring for a loved one, travel or personal projects. However, no explanation of the gap may leave the impression that you simply haven't been doing anything at all. Be transparent.



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Not doing research

One size does not fit all. It is important to research the needs of your target employer/role. If you do not understand what your potential employer wants to see, you will simply be using guesswork to write your CV. Not tailoring your CV is often one of the most damaging mistakes that you can make.

Employer summaries

Make them easy to read and understandable. Avoid diving straight into the details of your responsibilities without setting the scene first. It will make it difficult for readers to understand how your work impacts your employer and how you could fit into a new team. Start each role with a summary of what your employer/team does and how your work contributes to the organization at a high level.

Not showing your impact

Responsibility + Result = Impact

It is great to demonstrate your skills and abilities in your CV; however it is important to show the impact they make on an employer. Explain the result of your skills when you apply them. For example, instead of writing “Developing using AI” you can write “Used AI to automate mundane tasks saving users time whilst uploading information into web applications”.

It is important to remember that you may not be able to do this for all your tasks, however try to do it where possible.



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Unproven claims

Claims such as “most successful Software Developer”, “best Support Engineer” or any similar phrases do not look very credible and are objective. Use facts rather than opinion and real examples of your success to prove your value to employers whilst remaining humble.

Too much information

It is important to keep only the information relevant to your job/industry listed in your CV. The questions to consider when writing each point is “Will this persuade a Hiring Manager to interview me?” and “Will this showcase my skills/knowledge?”.

Big chunks of text

Break the information up into short paragraphs and bullet points. This way it makes it easier to skim read your CV and easily spot the information that are important.

Fibs/Lies

Be sure to not list fictitious work experience, references or role responsibilities in your CV. Recruiters, Hiring Managers and HR will investigate facts that don't add up, so you could find yourself getting caught out in the early stages.



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Formatting of a CV

Recruiters, Hiring Managers and HR receive several applications for each job listing. It is important to make sure your CV stands out and is easy to read. How can you measure if a CV is easy to read? This is simple, you want to make sure all the information is listed under the right headings, keep it simple, use keywords, align the margins, fonts and spacing. Here is a link to an online CV builder which helps create online CV's for free:

<https://www.visualcv.com/>



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