

HANDLE RED FLAGS ON YOUR CV OR RESUME

There is no perfect job history. There is no perfect CV or Resume. The success or failure you experience in your job search relies on how you handle your red flags.

Today we will discuss:

- Most Common Red Flags On CVs and Resumes
- How To Effectively Address Your Red Flags
- Why Red Flags Can Actually Help Your Search Efforts

THE MOST COMMON RED FLAGS ON CVS AND RESUMES

The following are the most common red flags:

- History of job hopping
- Gaps between employment
- Currently unemployed
- Step back in salary or level of responsibility

The following are red flags you can prevent:

- Generic CV or Resume
- Format malfunction
- Poor grammar or spelling
- Evasiveness
- Lack of accomplishments and impact
- Lack of professionalism

HOW TO EFFECTIVELY ADDRESS RED FLAGS

1. History of job hopping

The job market has been challenging and employers understand.

- Downsizing, mergers, acquisitions, relocations
- Be prepared to explain to the employer to avoid incorrect conclusions

2. Gaps between employment

You can fill in the gaps with a short phrase on your CV or Resume

- Left position to pursue additional education
- Left position to deal with family member's illness which has been resolved

Be prepared to explain gaps to a hiring authority before questions are asked.

3. Currently unemployed

There are companies who will not interview or hire someone not working. There are just as many companies who will. Combine all work and education completed during your unemployment under Career Summary.

4. Step back in salary or level of responsibility

- If you changed professions or industries, a step back is easily explained
- If you've been unemployed for a period of time, a step back is easily explained
- You must be able to show the logic and reasons for any steps back

Red flags you can prevent:

1. Generic CV or Resume

Customize your CVs or Resumes using key words found in the job description. Show specifically how you are qualified to meet the criteria of the position.

2. Format malfunction

Your CV or Resume is a ticket to an interview; not your lifetime biography. Use a standard font, reasonable type size and eliminate graphics and pictures.

3. Poor grammar or spelling

Have someone else proof your CV or Resume for spelling and grammar errors. This is one of the primary reasons individuals are eliminated from consideration. It shows no attention to detail.

4. Evasiveness

Avoid omitted detail or over-embellishing facts. You don't want to appear that you are trying to hide information.

5. Lack of accomplishments and impact

If your CV or Resume is a job description it does not show what you've achieved. Hiring authorities prefer bullets that list your accomplishments and impact on employers.

6. Lack of professionalism

You want to avoid information about your children, spouse, hobbies or other unrelated details.

WHY RED FLAGS CAN ACTUALLY HELP YOUR SEARCH EFFORTS

The perfect candidate does not exist. It's important to realize that you can lower red flags and gain the respect and positive attention of hiring authorities.

If you know you have red flags on your CV or Resume your strategy can't be to:

- Hope and pray they won't be noticed
- Pretend they are not there
- Misrepresent facts out of fear

In order for you to become comfortable addressing red flags, you need to be comfortable with your explanation.

You will need to role play with family and friends until you can confidently overcome any objections. You need to show why you are the best person for the job being offered.

Follow the advice in this webinar and you will be able to address red flags on your CV or Resume.