

Common Mistakes found on CVs

The most common CV mistakes reported by employers and recruitment agencies are:

- Too Long – the CV is a marketing tool designed to get you an interview. It is not a record of your work history. It should be no more than two pages long.
- Disorganised - information is scattered around the page, hard to follow;
- Poorly printed - don't use photocopies;
- Overwritten – use bullet points instead of long paragraphs and sentences.
- Too sparse - gives only basic details, dates and job titles;
- Not focused enough on your achievements;
- Unnecessary detail - marital status, gender;
- Spelling mistakes and poor grammar;
- Tries too hard - distracting fonts and colourful paper;
- Too many CVs are poorly targeted with little or no apparent connection to the organisation. Good covering letters addressed to a named individual can avoid this.
- Wrong Style – Don't use a chronological CV if you have substantial gaps in your employment history.