

CV Quiz Answers

1. A CV should be word processed and never handwritten

TRUE

2. CV stands for:

- A. Current Vitals
- B. Curriculum Vitals
- C. Curriculum Vitae

C – From the latin literally: ‘the course of one’s life’.

3. A CV can be used for any application

FALSE – Do not use a CV if the employer specifies that candidates should complete an application form. Do not even attach the CV to the application form – nothing is more annoying to employers than to see a form with nothing written on it except “SEE CV”.

4. Your CV should be laid out in reverse chronological order (most recent items first)

TRUE – if you are going to use a chronological CV but a skills based CV may work better for you

5. A CV Should never be more than one side

FALSE – one side is fine if you can manage it, but it is better to have two sides of well laid out, easy to read information

6. A bright pink CV will attract attention and improve your chances

FALSE – yes it may attract attention but it will not necessarily help you to be considered for interview

7. CVs should always be accompanied by a covering letter

TRUE – the covering letter will stress points on the CV relevant to the job

8. You should only include the most important and relevant information about yourself on your CV

TRUE – though it is important to not to leave any gaps in your career history or to give the impression that you have no work experience whatsoever.

9. You should compose a different CV for each application

TRUE – this may not always be possible but always try and relate it to the application.

10. You should only include education at secondary school level or above in the education section

TRUE – education up to 11 is not normally expected on a CV.

11. You should give the complete name, address and postcode of your school and employers

FALSE – this overloads with unnecessary information. Argos, Metrocentre is enough.

12. Your CV should include a personal profile/ statement or objective

TRUE – this needs to be useful, informative, factual and focused on the job in question.

13. It is best to leave out any information (such as age or poor exam results) which could prejudice an employer against you

TRUE – however it is important that you are clear about the difference between omitting negative information and being untruthful. There is no need to include grades of qualifications but consistency is important – if they do it for one set of results, they should do it for all. You also need to pay close attention to the instructions in the job or work details.

In terms of bending the truth or telling outright lies, you need to remember that the information you provide in your CV is the source for questions in the interview. In interviews, we want to be asked questions about things we are confident and knowledgeable about, not things on which we feel vulnerable or guilty. Experienced interviewers can tell the difference.

14. There are some ‘action focussed’ words which will make a good impression on employers

TRUE – which of the following paragraphs make the better impression?

As a sales assistant, I had to serve customers, handle cash, and maintain stock levels. OR as a sales assistant, I was responsible for advising customers, problem solving, and organising and maintaining stock levels. This involved handling large amounts of cash and ensuring that a correct balance was achieved.

15. Employers do not need to know your age, sex or marital status

TRUE – although the first two can normally be guessed.

16. You should avoid putting anything in your CV about your political or religious beliefs

TRUE – if these are mentioned out of any context that relates to the job.

17. You cannot include any exams that you haven’t got the results for

FALSE – you can list any qualifications you are waiting the results for.

18. You should always include a section on hobbies in your CV

FALSE – you don't need to though it does add something extra to your CV. It is not this section that will make your CV successful but rather the way you present all relevant aspects.

19. Putting a photo on your CV will help improve your chances of getting a job

FALSE – convention and common sense says leave this off. Obviously be smart and well presented for the interview.

20. Always put your references on your CV

FALSE – you may need to give references at an appropriate time in the recruitment cycle but not usually on your CV.

21. You don't have to put your contact details on your CV

FALSE – you must put all your contact details on both your CV and cover letter.

22. On average, employers spend two minutes going through a CV

FALSE – it is said that employers initially spend approximately 30 seconds scanning a CV and deciding if it is worth reading in detail or if it is to go in the reject pile. Layout, headings and a concise approach are key.

23. In my CV, I need to demonstrate how I match the requirements of the job

TRUE – This is what is meant by a targeted CV. Identifying the job/employer requirements helps to give a focus to the CV and provides a framework in which to make decisions about what information to include and how to articulate it.