

Top 20 CV Errors that drive Recruiters crazy!

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Recruitment consultants go through literally hundreds of CVs each week and there are a couple of things that really make them crazy! If you consider that you probably have, on average, just under a minute in order to grab the attention of the recruiter, you'd best make sure your CV doesn't include any of the following errors.

1. **Spelling & Grammatical Errors** – in light of the Spell Check available on all PCs these days, it is not acceptable for your CV to contain these elementary mistakes.
2. **Incomplete Contact Information** – how is a recruiter supposed to get hold of you if your information is incorrect or missing? You might just be missing the job of a lifetime!
3. **Dates not included or incorrect** – lack of dates sends up 'red flags' to recruiters who begin to worry about job-hopping. Always include the start and end dates of all jobs.
4. **Poor formatting** – your CV should be easy to read and to print. Get rid of all fancy fonts, colours, borders and shading – recruiters hate having to re-format just to print!
5. **Too duty-oriented** – don't state the obvious. If you're a sales manager it is unnecessary to list "sales" under list of duties. Rather include information that sells, like, how much you increased sales turnover, product range/client base etc.
6. **Functional CVs** – recruiters want to see a chronological list of your career. Listing skills without including years of experience, company names or dates just raises suspicion.
7. **Long CVs** – your CV should be concise (3 – 5 pages depending on career history) whilst still providing the important information. Don't include things like school subjects, hobbies, company addresses etc.
8. **Long paragraphs** – list your information in bullet points – it's just so much easier to read!
9. **Candidates, who apply to positions that aren't qualified for** – read the advert, if you don't have what it takes, don't apply. Rather contact the agency receptionist and enquire about their application process for unsolicited CVs.
10. **Personal info not relevant to the job** – discard hobbies, family history, health etc.
11. **Employer/Industry info not included** – always include the name of your employer and give an example of the industry/product etc
12. **Lying or misleading info** – don't be tempted to inflate your title, responsibilities, education or accomplishments – you will be caught out!
13. **Meaningless introductions & objectives** – this sort of information will be gained during an interview, don't waste time and space on this waffle.
14. **Poor font choice** – it should be clear and easy to read, enough said.
15. **Resumes not sent as a Word attachment** – if we can't open it, we won't open it.
16. **Pictures, graphics or URL links** – don't include meaningless information or pictures, if it's important then it should be in the CV in clear written form.
17. **No easy to follow sequence** – your CV should be set out in reverse chronological order, if it doesn't make sense to the recruiter then it's likely to be discarded
18. **Gaps in employment history** – rather include an explanation (one-line) of gaps else the recruiter may worry that you're trying to hide something unsavoury about your past.
19. **Resumes written in the 1st or 3rd person** – do not use "I" or "Mr. Smith" in your CV. It should just be a factual account listing duties etc.
20. **Burying or not including important information** – make sure that all information is clearly presented. If the position calls for a particular skill, for example fluency in German, ensure that your language proficiency is listed in a prominent position.

Recruitment Consultants don't have time to play Sherlock Holmes to determine your skill set, work experience or how to get hold of you. If your CV is not easy to read, print and work with, then you are not likely to be called in for an interview.

Make sure that you check your CV today. It isn't necessary to have it professionally done if you take these helpful tips into consideration. Your CV is your first opportunity to market yourself and whilst a standard CV format is most convenient you should look at customizing each application to grab the attention of the recruiter – highlight the information relating to the skills sought for this particular position and you're twice as likely to get the opportunity to attend an interview and sell yourself in person!