

## Errors to Avoid

Most people make errors when they write a CV. With help these mistakes can be identified and rectified. **The biggest error of all is to send off your CV to employers before it has been checked and rectified**, because if you do so you are not only wasting your time and effort, but you may just miss out on the job of your dreams.

Nine out of ten CVs have errors in them and are often rejected on that basis alone. Your CV must be impeccably presented if you want to demonstrate your professionalism and attention to detail. Always ask someone else to check it over for you.

### Poor language

The use of jargon, clumsy expression and clichés can sabotage the chances of even the most capable of candidates. Use positive action verbs like 'led...', 'created...', 'developed...' to give an energetic feel to your CV. Ask other people to read your CV to check that the messages you are trying to convey are being received as you hoped.

### Negative information

Your CV needs to include only positive information. Never criticise a previous employer or refer to difficulties or disappointments

### Format

Getting the format right is much harder than it sounds. Not only does the CV have to be of the correct length, but needs to have the right balance too. In addition to all of this it needs to look good, and read easily. If a CV doesn't look the part then there is a chance that it may never be read. Employers are very busy people, and don't always have time to read every CV. No matter how good the content is on your CV, if it does not look professional enough it could go straight in the bin.

### Highlighting Duties Instead of Accomplishments

It's easy to slip into a mode where you simply start listing job duties on your CV. For example:

- Attended group meetings and recorded minutes.
- Worked with children in a day-care setting.
- Updated departmental files.