

## **Recruiters' Top 10 CV dislikes**

There are an almost infinite number of well regarded studies available to view where top recruiters listed their pet hates when it comes to reading and responding to, CV's. Here is our pick of the bunch and the Integris top ten CV nightmares to avoid.

### **1. Spelling errors, Typos , poor Grammar!**

There is never any excuse for bad grammar, miss spelled or incorrectly corrected words. There are no brownie points to be had from getting it 100% right as the ability to read and write is a given for almost any position, but get it wrong and your CV will end up in the bin.

Always get your CV checked by someone else before you send it and do not rely on spell checkers to catch your mistakes. Also avoid American spellings of words where the letter "z" replaces the letter "s" in many cases unless, of course, you are applying to work in the U.S. or for an American company.

### **2. Explain how you do it, not what you do.**

Forget copy and pasting your job description into your CV if you want to impress. Bring out how you have achieved an end result by outlining the process you go through to achieve your daily tasks and how they positively affected the business. Your CV is about you and your results and not about the jobs you did.

### **3. Avoid unexplained or inaccurate employment dates**

Recruiters need to know when you worked in order to get a good understanding of your working history and to use the dates for background checks. Don't be fooled into thinking that employers are too busy to check up on you because any diligent organisation will make these basic sanity checks on potential employees every time. After all if you can lie about these then what else are you lying about.

Missing dates, especially for long periods of time, will raise red flags with potential employers, and the CV may be discarded as a result."

Include specific ranges in months and years for every position. If you have gaps, explain them either in your cover letter or introduction, but not in your CV. Any gaps can easily be explained in terms of volunteer work, time to spend with family or the realization of personal assets to fund a business venture. A little thought here can go a long way. Just avoid gaping holes!

### **4. Inaccurate or Missing Contact Information**

Ask yourself why you create and send a CV? The resounding answer is that you want a phone call or return letter inviting you to attend an interview and get your foot in the door. Your CV is just a snapshot of relevant experience and skills but

get in front of an interviewer and the real you will have a chance to come out. However it's amazing just how many CV's turn up with incorrect contact details inside because the author forgot to check the most basic, yet important, of information. In particular check mobile and email details as these frequently change or are easily miss typed. Regardless of how well you have sold yourself in your CV, if the recruiter cannot get hold of you from the information you have provided, they will move on the next best candidate.

#### **5. Overly creative designs**

The obvious message is keep it simple. Different or fancy fonts and the use of boxes, lines and graphics may be great for brochures and flyers but should be avoided on CV's. Choose a plain font such as Arial or Levenim MT which are easy on the eye. No one will read a CV that looks like the cover from a box of chocolates unless maybe if you are applying to Cadbury's.

#### **6. Functional not form**

Whenever possible, recruiters advise you go with a chronological CV and focus on the skills and accomplishments that pertain to the job you're applying for.

#### **7. Short, sweet and to the point!**

Recruiters simply don't have the time to read CV's that would put the uncut version of War and Peace to shame. Focus on the skills and accomplishments that directly apply to the job you're trying to get. Every word chosen counts, so don't dwell on the specifics of each job, but rather the highlights specific to you.

#### **9. Am I right for the job?**

You may want a job, but if you don't have the skills and experience needed, recruiters will feel you're wasting their time. Look at the job description. Be sure to highlight the skills they are looking for with a bulleted list of your related qualifications at the top of the document. Never assume that one CV will suit all applications. Your base CV should be used as nothing more than a template and holder of personal and contact information. Always create a bespoke version for every job you apply for, detailing the skills and experiences relative to the job applied for.

#### **10. No one is interested in you love of fine wine!**

Everyone is busy and with the limited time recruiters have spend on your CV, you don't want to distract them with your age, height, weight and personal interests unless they're directly related to the work you want to do. Such information can be seen as a waste of important space and should be filled with information related to how you can fulfill the needs of your prospective employer. Unless you are applying to be the head sommelier at a Michelin three star restaurant, keep you detailed love of fine wine to a single, short sentence.