

CV TOP 10 CHECKLIST

CURRICULUM VITAE

CV

PERSONAL INFO



Your CV is your first impression to potential employers, so it should be clear, professional, and to the point. Ideally, it should be no longer than three sides, with a simple, well-structured layout that is easy to read. Avoid pictures, text boxes, or graphics, as they can distract from the key information as well as confuse an AI ATS (Applicant Tracking Scanner). Focus on highlighting your skills, experience, and achievements in a concise and straightforward manner to make a strong impact.

1. Spelling and grammar

Bad spelling and grammar are one of the quickest ways to get your CV discarded. If you submit a CV with errors employers will assume that you don't care enough about the job to proofread your work or even run it through a spell-checker. Furthermore who would trust you to handle the responsibilities of a full-time job? Ensure you read through your CV several times or even get another person to check it as well.



2. Graphics and Pictures

Graphics and pictures can become a serious problem when applying to companies that use software to automatically scan through job applications, otherwise known as an applicant tracking system (ATS). Keep graphics to a minimum so that your CV is clean, professional, and easy to read.

3. Avoiding generalisations

Describing your previous work in vague terms like “responsible for” or “tasked with” without providing detail about your actual accomplishments or actions doesn't communicate much about your qualifications. Instead, a good CV demonstrates experience and uses metrics. Use bullet points to describe the specifics of your experience and uses a combination of hard numbers and action verbs to highlight what you actually accomplished in your previous position.

4. Fonts and Layout

Unprofessional and hard to read fonts are guaranteed to turn any hiring manager off. Additionally, stylised fonts are difficult for application software to process, making it even more likely that your CV will get rejected. Use simple clear easy to read fonts set to around 12pts. While the content of your CV is ultimately what employers are most interested in, a sloppily formatted CV can immediately ruin your chances of getting an interview. Inconsistent spacing, misaligned icons, random font sizes will give the impression that you are not professional and don't have an eye for detail.

5. Avoid an autobiography

Recruiters/HR departments don't have much time to look at each CV. Making your CV longer than 2/3 sides and listing every job you've ever held, will overwhelm busy hiring managers. Your most important qualifications get overlooked. Not only that, but if you only have a couple of years of professional experience, making your CV too long comes across as over-confident.

6. Don't completely leave it to AI

Relying too much on an AI generated CV will likely lead to rejection. Whilst AI is most certainly a useful tool to aid you, you cannot just copy/paste into your CV. Firstly it will easily become apparent that you haven't taken the time to personalise it and secondly it will get picked up by the recruiter's software. AI also likes to use certain buzzwords and phrases that are an absolute giveaway your CV has been AI generated



7. Exaggeration and misleading information

Always be open and honest in a CV. Lying or overstating experience and qualifications can lead to rejection or termination of contract further down the line.



8. Unexplained gaps in employment

Unaddressed gaps can raise concerns for employers. If you have employment gaps, briefly explain them in a positive light.

9. Irrelevant Personal Information

A most glaring mistake a candidate can make is that their CV is providing too much irrelevant personal information. You should avoid sharing too many personal details on your CV because it comes across as unprofessional. Instead, focus on the skills and experience that will help you with the daily job responsibilities/specifications.

10. Sending the same CV to different employers

Avoid submitting the same CV for every job application. Tailor your CV to match the specific job description, highlighting relevant skills and experience. One of the most common mistakes job seekers make is sending out the same generic CV to every employer without tailoring it to the specific job they're applying for. A "one-size-fits-all" approach significantly reduces your chances of standing out to hiring managers because it doesn't highlight how your skills, experiences, and qualifications match the unique needs of the company or the job description.