COMMON CV/RESUME

Mistakes
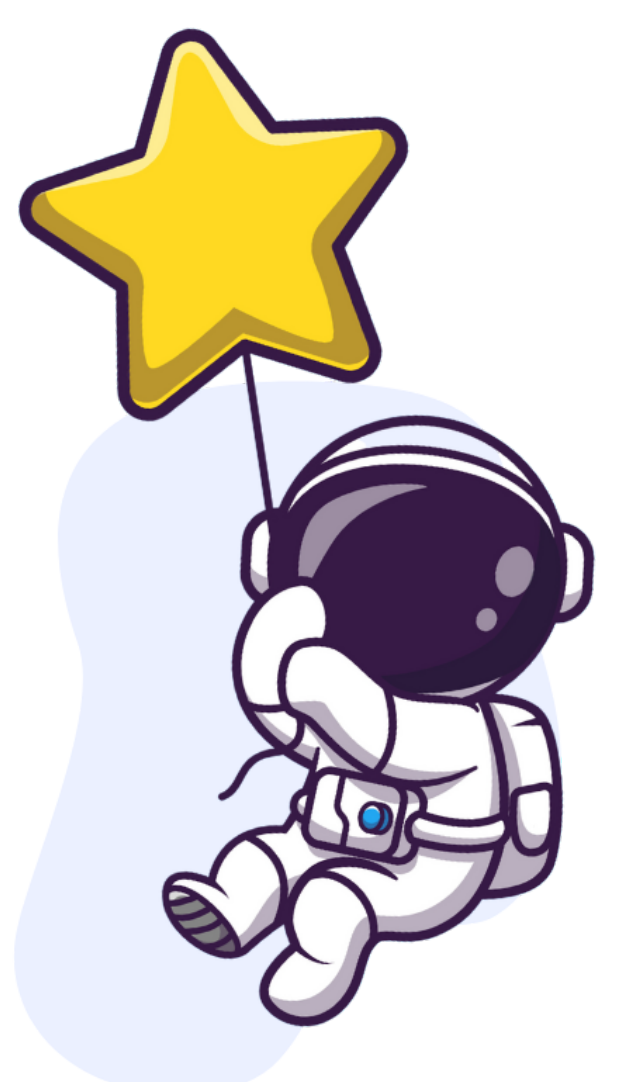
GetMeHired.io

1

Address

No need to share a complete address. Simply stating "Shah Alam, Selangor" is sufficient.
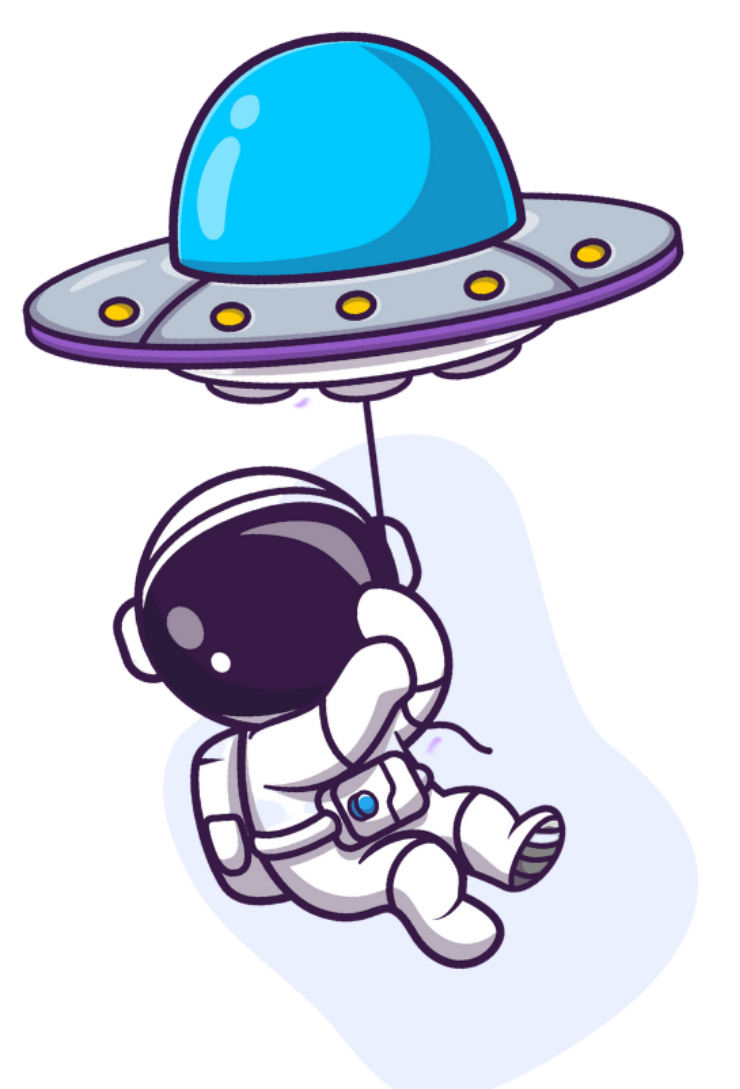
2

Expected Salary

The expected salary should only be discussed in the interview session. Do not state it in your CV unless requested.
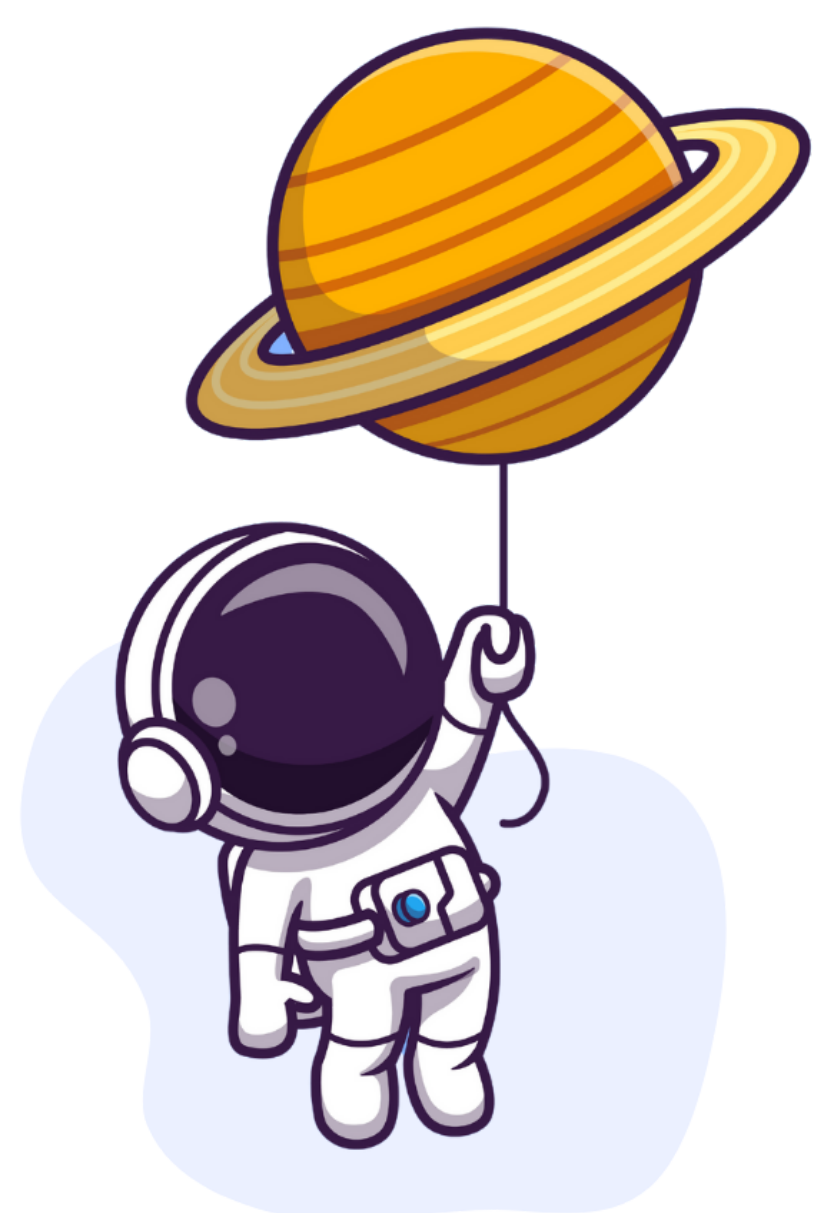
3

References

References no need to include on your CV, unless they request due to Private & Confidential. Write at the bottom of your CV "References will be given upon request" instead.

4

Spelling Error

Simple typos or grammatical errors can affect your professionalism and recruiter perception. Ask someone else to proofread it before you send it.
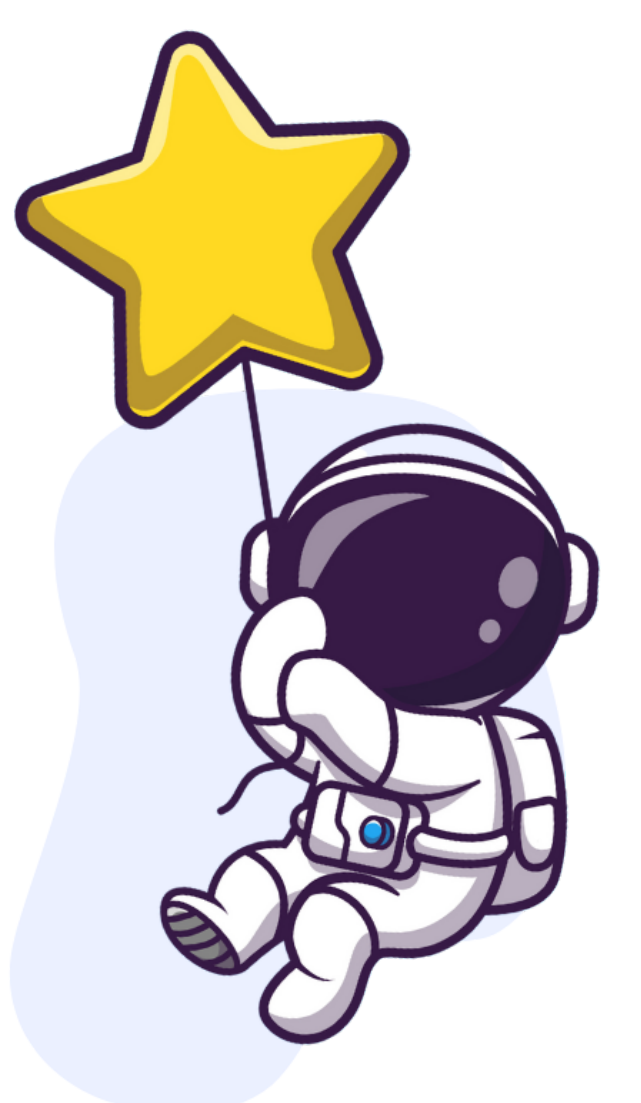
5

Too Fancy

Infographic Resume might look great and style, but it's empty without any valuable information. Make it clear, easy to read and scan in few seconds.

6

Wrong Order

Put your work experience in reverse chronological order. Always state the most recent first. Your most recent experience will see as the most relevant to the vacancy that you been apply.

7

Portfolio/Project

If you do not share any Portfolio or Projects on your CV, this will make the recruiter/employer really hard to see your current capability and competency in that skills.
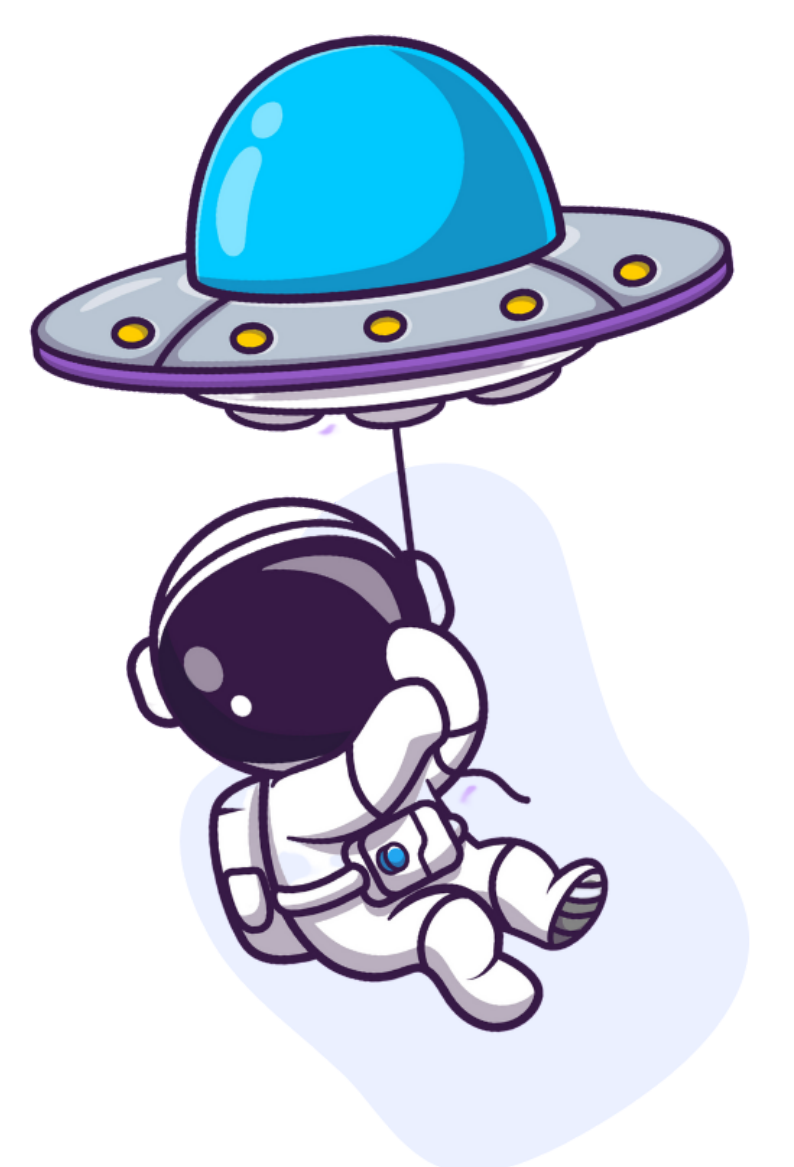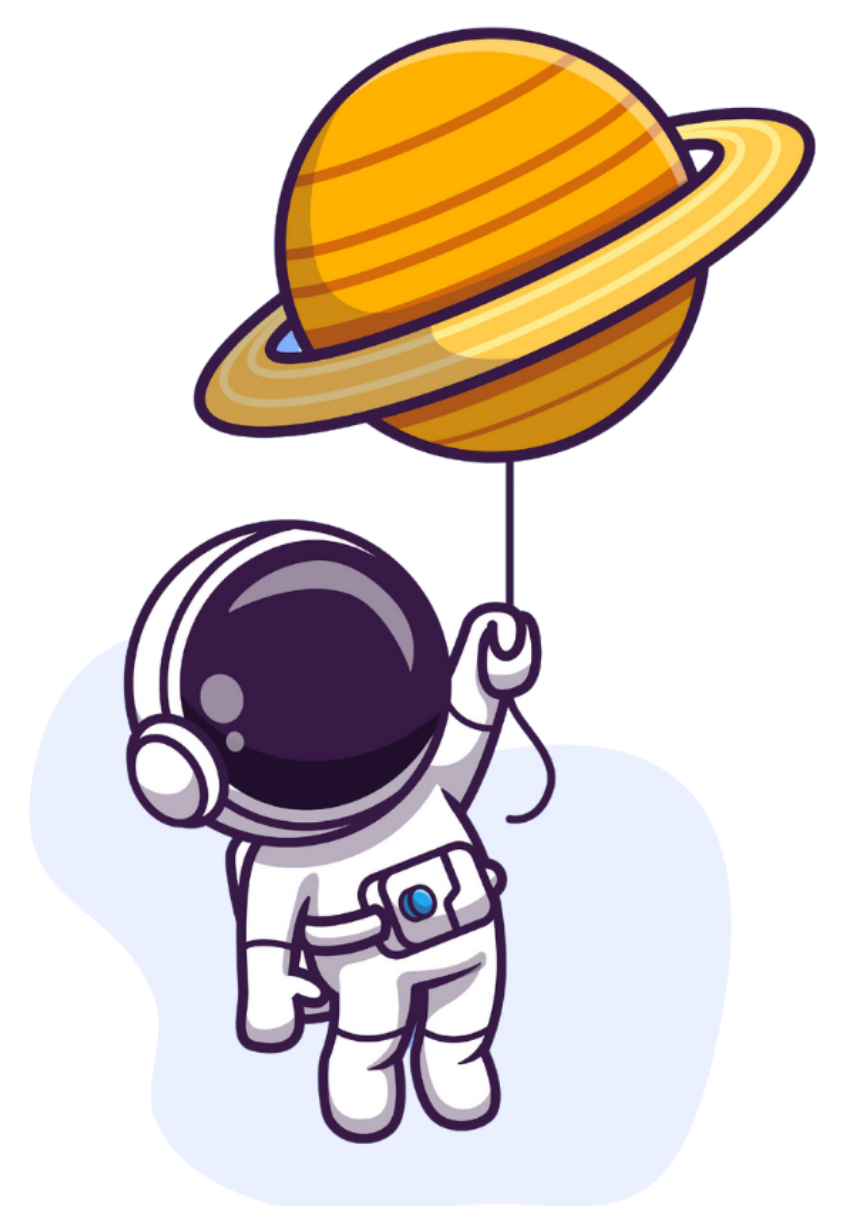
8

Lack of Keywords

When employers post job advertisements, they typically look for a candidate with the experience, knowledge, and skills that match the requirement and job description. So, it's crucial to include all those keywords from the job advertisement in your CV/Resume.

9

Lack of Verbs

In a CV/Resume, action and power verbs are a must. Those verbs can turn a simple accomplishment into an impressive one. Choosing the right verbs will helps you deliver important information about who you are as a candidate and what you've accomplished in the past.
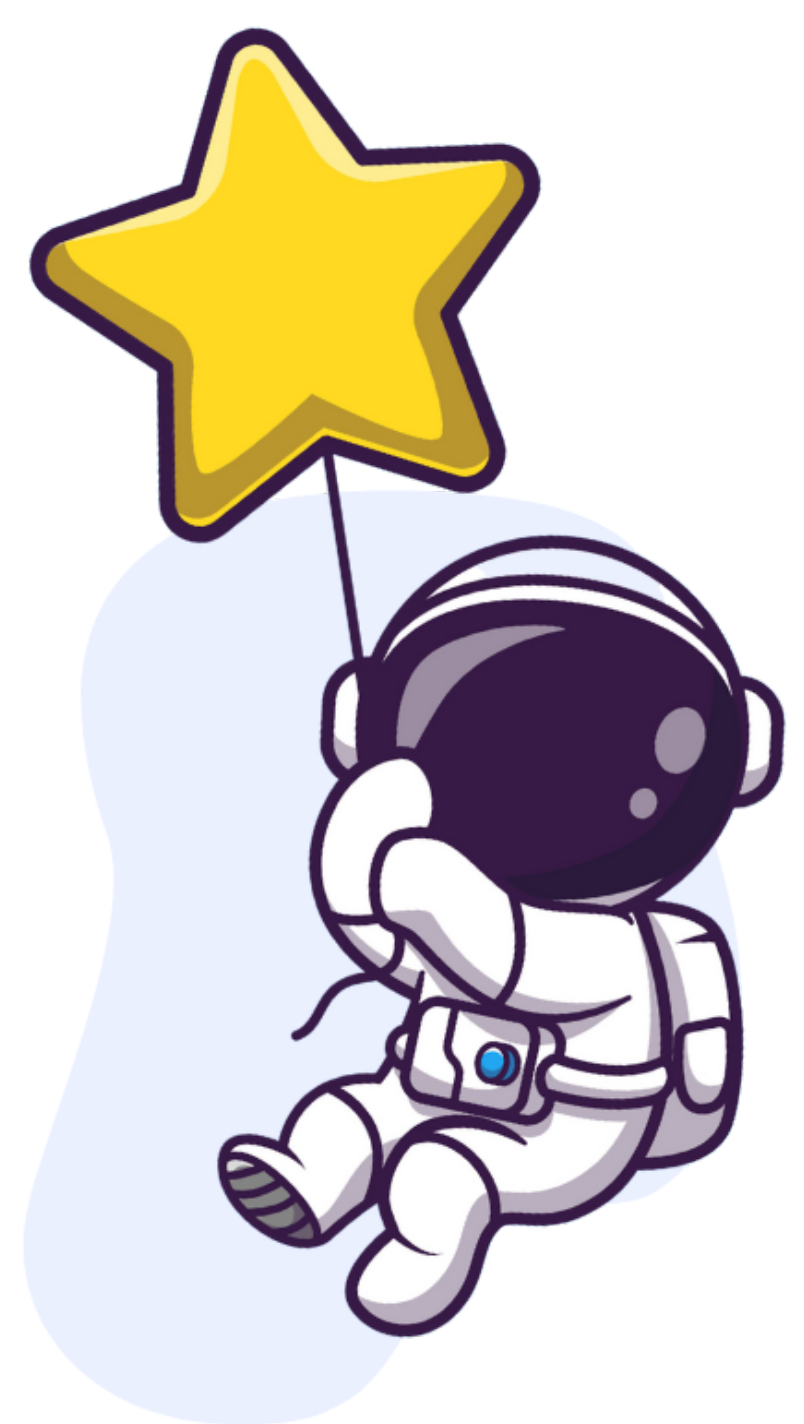
10

Crazy Fonts

The appearance of your resume is just as important as the content. Don't use crazy fonts, this will only make it hard to read. Stick to a neutral, simple font like Arial or Times New Roman.

11

Too Short

If you're still short on work experience because you are a fresh graduate and having difficulty making a CV/Resume, think about sharing your relevant awards, projects, leaderships, extracurricular activities and volunteer experience during your study year.
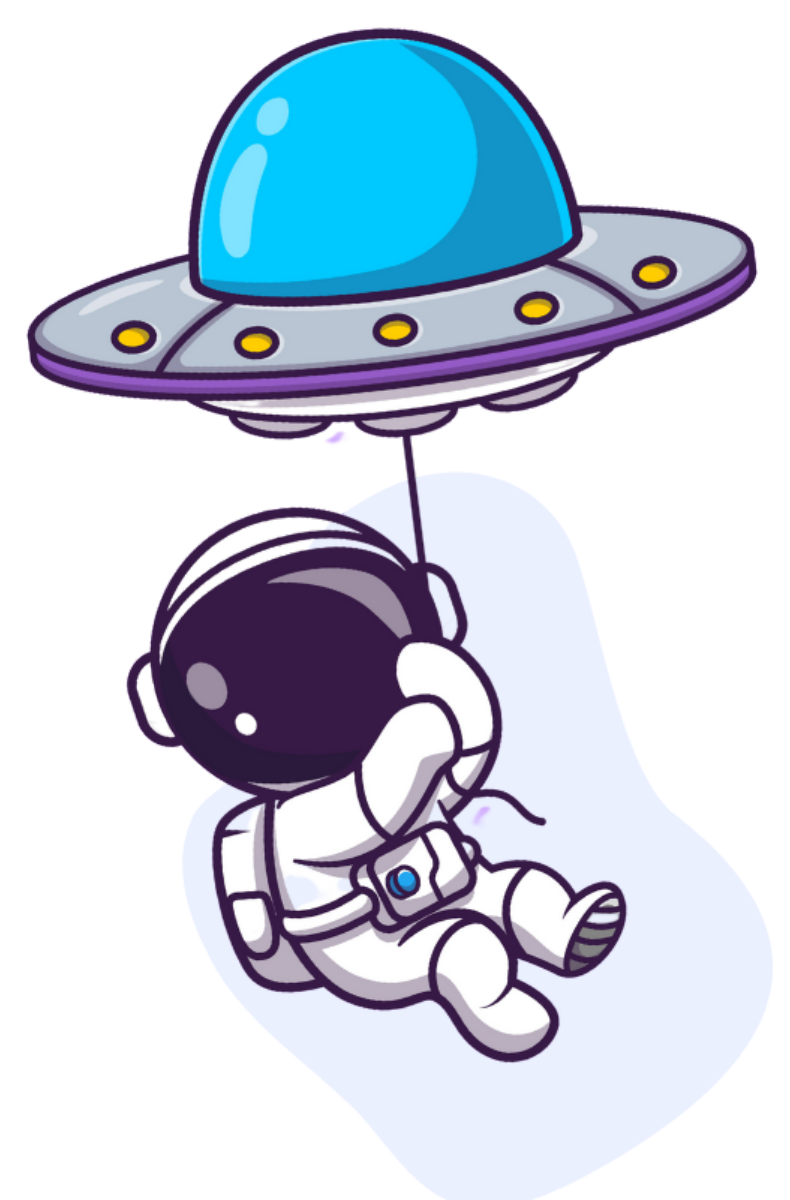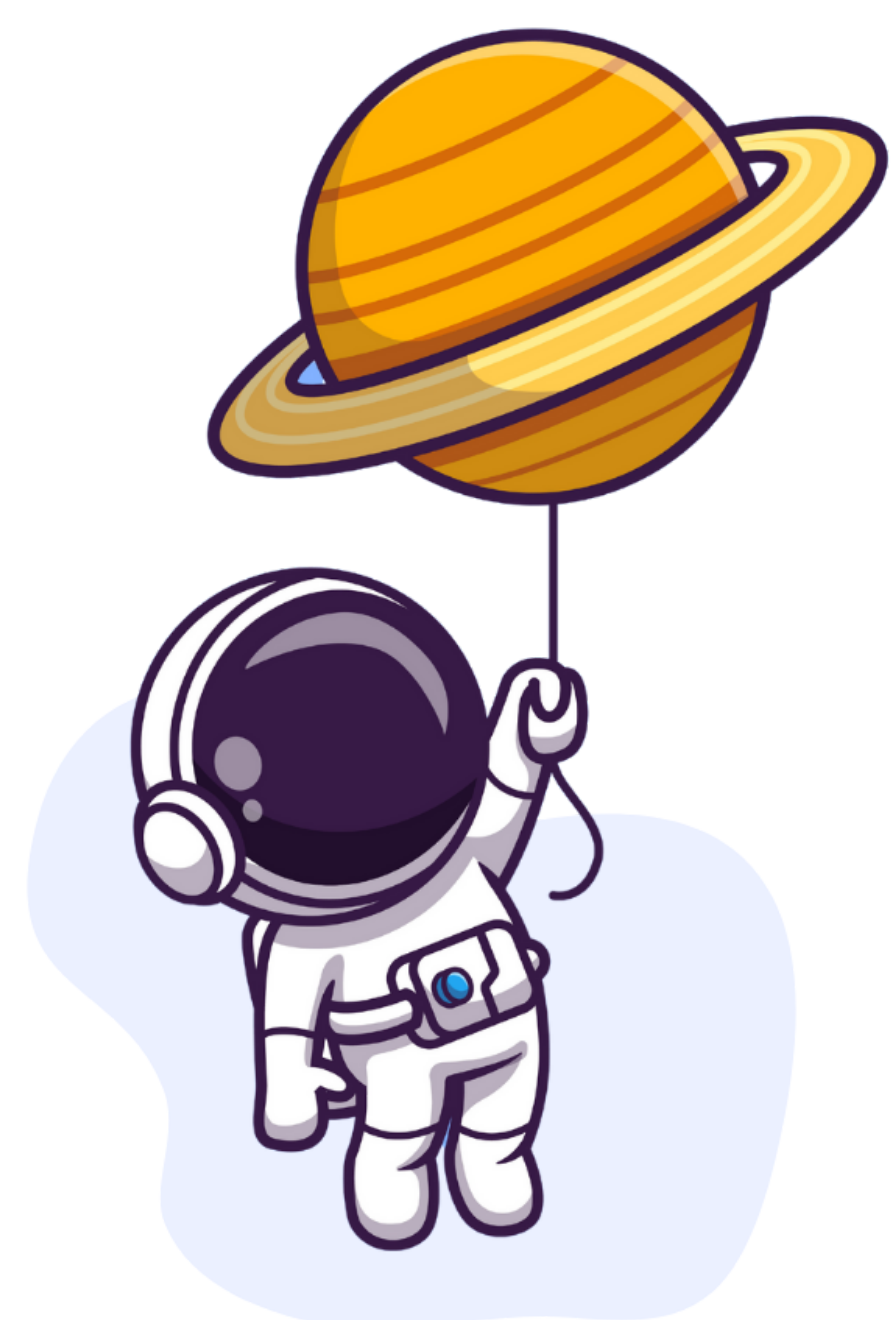
12

Level of Skills

Do not rate your competency level on your skills like basic, intermediate, expert or put rating like 4 stars over 5 etc. It's really hard to measure someone's expertise and competency. Just list it on your CV/Resume instead.
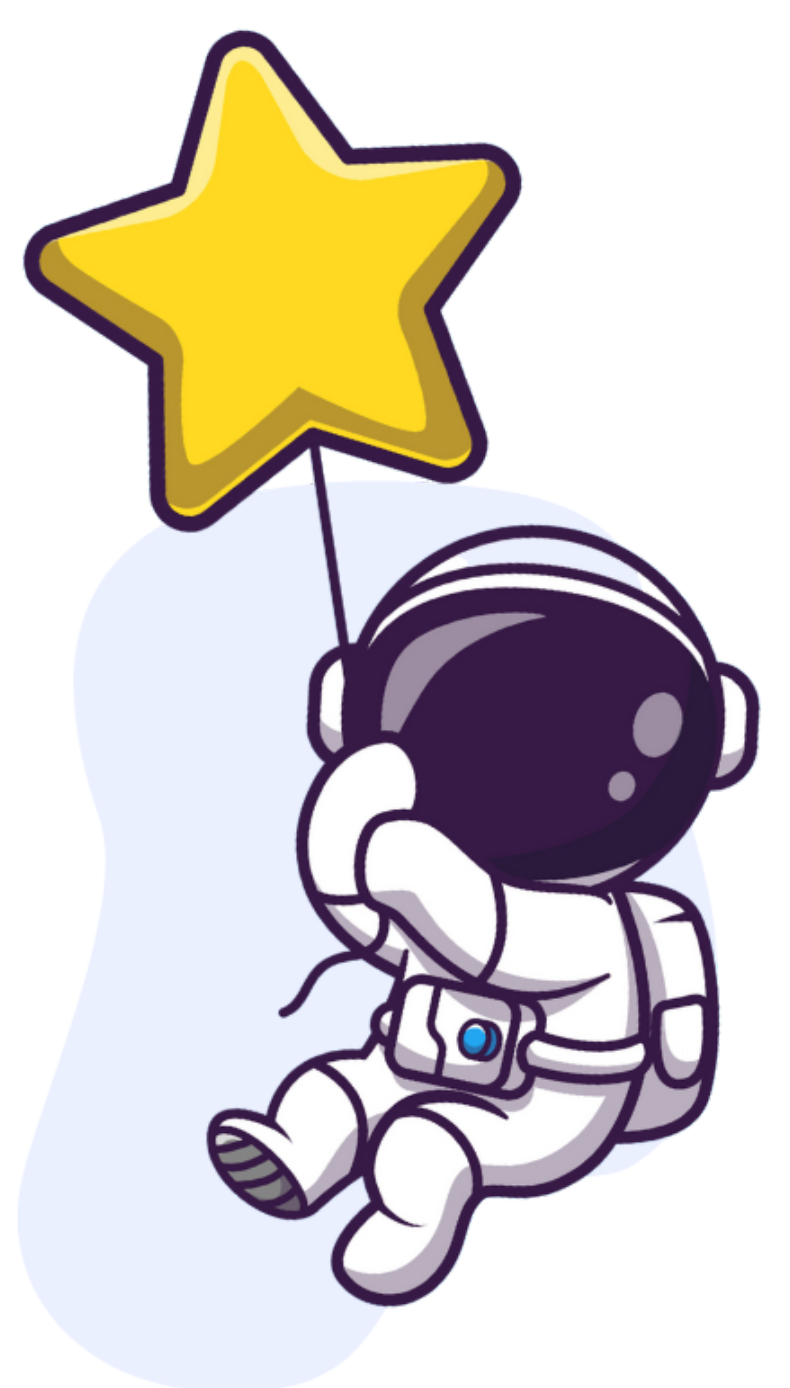
13

Poor Formatting

It takes 6 seconds for a recruiter to take the first look at a CV/Resume and make an initial decision. Therefore, if your CV/Resume is poorly formatted in any way, the recruiter will not be able to read it properly and will discard it.

14

Unprofessional Email Address

Having an inappropriate e-mail address can severely damage your chances at getting a job, especially if your email address, such as alipower@gmail.com, make you seem unprofessional and overshadow the rest of your application.

15

Too Boring

Your resume is your first impression to a potential employer. It's how you present yourself on paper and it's the first of many opportunities to sell yourself and your skillset. If you want to land interviews, it's critical that you craft an attention-grabbing resume that makes you stand out from the competition. The resume should be engaging and make a hiring manager feel compelled to read more about you.
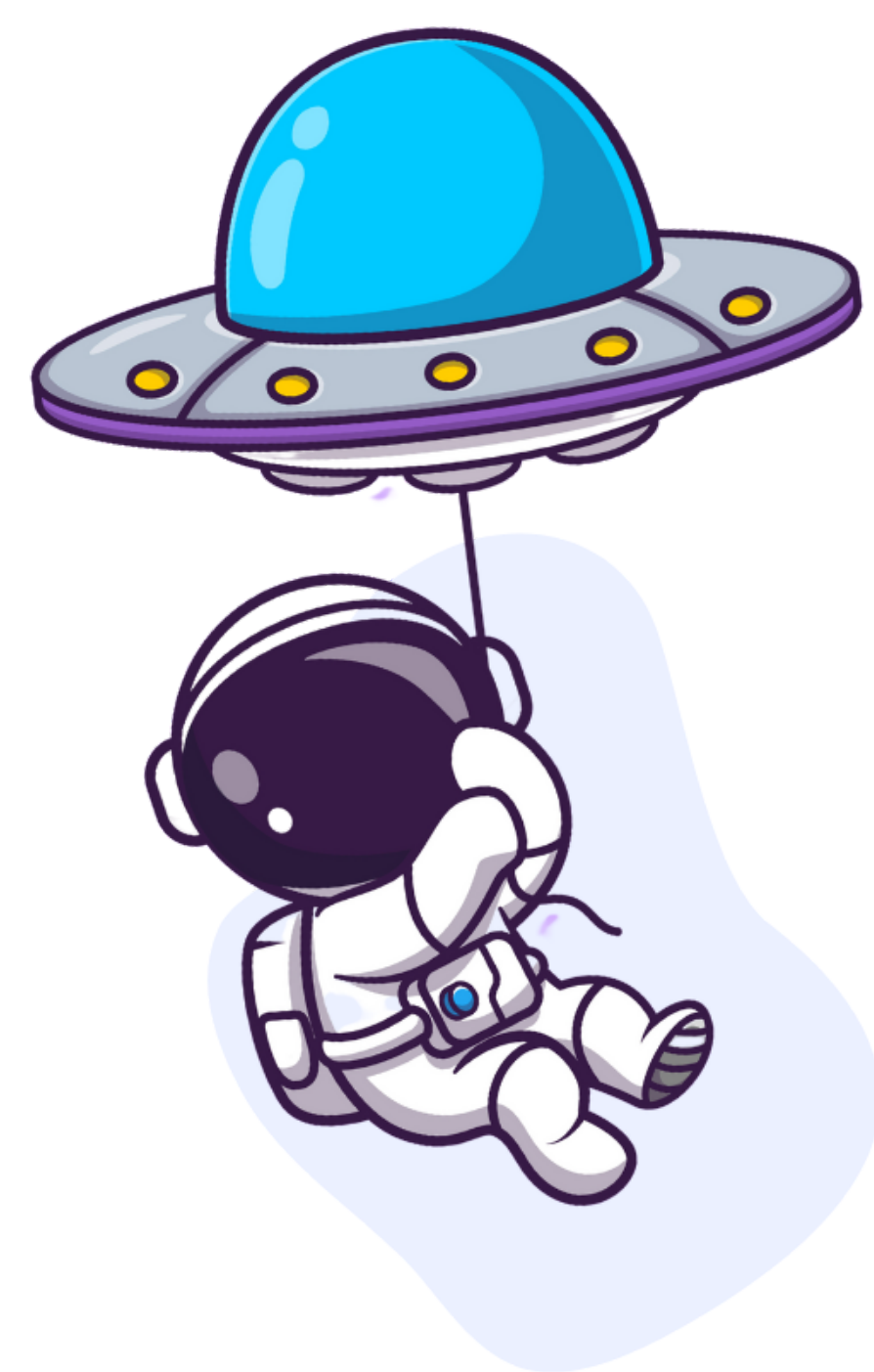
If you are ready to upgrade your CV, please click here

Thank you