

8 mistakes should be avoided when writing a CV

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1. Write misspellings and grammar

An expert in recruitment has said that it only takes 6 seconds to review each CV sent. So if in the first 6 seconds they find that there are misspellings or basic grammatical structures, that CV will be removed immediately. You didn't spend 2 seconds reading your CV carefully before sending it, meaning you don't respect this job, so they don't want to waste your valuable time for your CV.

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2. dishonest



You must always be honest in your resume. It's really complicated and troublesome when employers find out you're lying. Even if you have no experience in the field that the employer requires, be honest about it and show them that you have the ability to do many other things and be a competent person.

3. Use inappropriate fonts

You don't need to show yourself as an office savvy person by using too many types of fonts, headers, footers or spacing . in your CV. On the contrary, it makes it difficult to read and make employers feel uncomfortable and remove your CV.

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4. Not mentioning the skills and experience that employers require

The skills and experience that employers require is one of the required features of a CV. If you do not have the skills, experience or you have but did not mention in the CV or mentioned in a general, incomplete and detailed way, the employer will not know your ability to match With this position or not, surely your CV will be disqualified. No employer will take the time and effort to learn about your practical capabilities, strengths, and experiences unless you show them yourself.

5. Refers to salary



You should not mention in detail the salary you want in the upcoming job application or the salary you have been paid for in previous jobs. This is not necessary in every CV, sometimes even making the employer misunderstand your idea. You can talk to the employer about the salary you want at the end of the interview.

6. Mention too much to your weaknesses

Do not let employers see your weakness because the first impression in the CV is very important. If possible, avoid questions about weaknesses or answer in general to sidestep a different problem. If you are applying for a position of salesperson, never tell employers how you don't know how to communicate with customers.

7. Presentation of unreasonable CV

If you want employers to pay attention to your strengths and capabilities, you need to present your CV properly and highlight those things. Therefore, the presentation is one of the important factors to help you impress employers.

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8. Mention too many unrelated achievements

Instead of telling so many achievements and experiences that are not relevant to your position, you can list the qualifications or certificates you have earned.

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