

# 8 mistakes when writing a CV that put you at risk of long-term unemployment

Check out the 8 deadly errors when writing your CV and compare it with your profile to fix it.

A CV is a "key" that gives you the opportunity to enter the interview room, so take the time to carefully prepare. Some small details that you think are unimportant can also deprive you of a chance to get a "good" job in a very unfortunate way.

If you have "spread" a lot of files but still can't get a job, apart from your skills and abilities, you should take the time to read your CV again. Unprofessional CV (Curriculum Vitae) is definitely one of the top reasons for the chance of having an interview with your employer. Right now, check out the **8 "deadly" errors when writing the following CV** and compare it with your profile to fix it.

## 1. Spelling errors

Missing spelling is something that no employer accepts. Even some Recruiters are very strict and never mimic any "baby like ant" errors. So, thoroughly scrutinize your CV before deciding to attach it to an email or upload online job sites. Especially, with English CV, you have to check more carefully.



## 2. Too long

No employer has enough time and wants to receive an application CV 4 to 5 pages long. According to many experts, **2 is the most "correct" option for a perfect job CV** (of course, there will be exceptions depending on

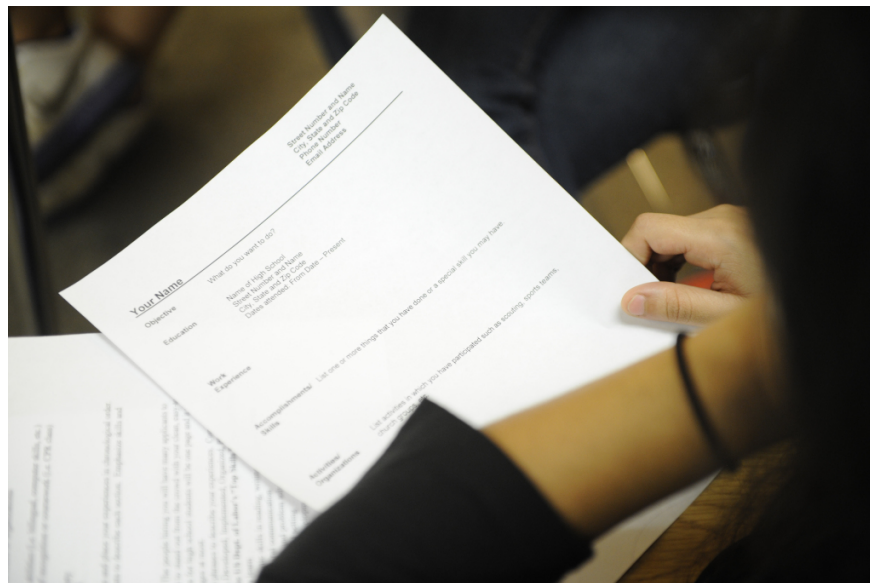
the job application).

### 3. Not beautiful

A beautiful CV, impressive is that the CV has a balance of form, choosing font, font, using bullet, highlighting smoothly, between the parts are balanced with each other and do not leave white paper . In addition, for the jobs that require creativity, the employer also highly appreciates the elaborately designed CVs and the personality of the candidates.

### 4. Use personal pronouns

"I", "we" . are often used when writing resumes, resume . but with a CV, you should limit it to a minimum and it's best not to use it. CV is a curriculum vitae, a "flyer" of strengths, weaknesses, qualifications, qualities, personal achievements .; is the "offer letter" and is the basis for employers to decide whether to set up an interview with you. A CV is not a place for you to express your thoughts, aspirations or promises.



### 5. Put the CV title "Curriculum Vitae"

Employers have a complete grasp of the attachment as a CV (because you've named the file so), don't use the phrase "Curriculum Vitae" as a title anymore. Instead, put your name between the page, capitalize it and highlight it to emphasize who you are.

### 6. Work experience is written like a job description

Working process, work process or achievement in work is another name for work experience. This is the section where the candidate will list the positions or jobs that have taken place with the organization's name, time and most outstanding achievements. However, many people do not clearly distinguish it so often write this part like a job description and do not have any points at all.

Employers do not need to know specifically about what you are assigned. They care more about what you have done and how they have a positive impact on where you have been.



## 7. More redundant information

Not lengthy but too much unnecessary information or lack of important information is also a disastrous mistake many people make. You do not need to mention the reasons for retiring, salary at the old company, political, social, religious, sports news, "weird" interests or marital status, family into CV . These factors have nothing to do with your ability to work.

## 8. Lack of highlights

Every day, employers must handle a lot of records. So, if you encounter CVs with a regular tone or lack important keywords to highlight candidates, they are ready to skip immediately. Therefore, make the employer have no reason to reject you with a perfect "spotless" CV.

*Wish you success and soon get the job you want.*

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