



CV MISTAKES TO AVOID



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- ☒ How to fix them
- ☒ What employers look for
- ☒ Tips to stand out
- ☒ Quick CV checklist



CV MISTAKES TO AVOID

AVOID THEM. IMPROVE YOUR CV. GET NOTICED.

Small mistakes can hold you back from getting shortlisted.
Make your CV clear, professional and tailored to the job
you want. ❤️

COMMON CV MISTAKES TO AVOID



GENERIC CV

Using the same CV for every job shows a lack of effort. Tailor your CV to each role.



POOR STRUCTURE

A cluttered or disorganised CV is hard to read. Keep it clear, simple and well-structured.



SPELLING & GRAMMAR ERRORS

Typos and mistakes make you look careless. Always proofread your CV.



TOO MUCH IRRELEVANT INFORMATION

Including unrelated details can distract from your skills and experience.



NO ACHIEVEMENTS OR RESULTS

Employers want to see impact. Show your achievements with numbers if possible.



OUTDATED INFORMATION

Old experience, skills or contact details can make you miss opportunities.

HOW TO FIX THESE MISTAKES



MAKE YOUR CV STRONGER

- Tailor your CV** – Match your skills and experience to the job description.
- Use clear headings** – Personal Profile, Experience, Skills, Education.
- Keep it concise** – Aim for 1–2 pages. Be clear and to the point.
- Use action words** – Started, managed, improved, achieved.
- Highlight relevant skills** – Show the skills that match the job.



TIP: Quality over quantity. Focus on what matters most to the employer.



WHAT EMPLOYERS LOOK FOR

- Relevant experience** – Proven skills and experience for the role.
- Clear communication** – Well-written, easy to read and professional.
- Achievements** – Results and impact, not just responsibilities.
- Problem solving** – Show how you added value.
- Reliability** – Gaps explained and consistent information.



TIP: Think like an employer. Show how you can solve their problems.



QUICK CV CHECKLIST

- ☒ Have I tailored my CV to the job?
- ☒ Is my CV easy to read and well-structured?
- ☒ Are there any spelling or grammar errors?
- ☒ Have I included my key achievements?
- ☒ Is my contact information up to date?
- ☒ Is my CV clear, concise and professional?
- ☒ Have I saved my CV in PDF format?



TIP: Review your CV before every application. Small changes can make a big difference.

QUICK TIPS TO STAND OUT



Personalise your CV for each job.



Use keywords from the job description.



Highlight achievements, not just duties.



Keep it professional and positive.



Proofread and get feedback from others.



DOWNLOAD THIS GUIDE

Use this free guide to create a CV that gets you noticed and shortlisted.



TOP TIP

Your CV is your first impression. Make it count, make it strong, make it you!

