CV Writing Tips –

1. Spelling, punctuation and grammatical mistakes can tell employers that you don't pay attention to detail.

Simply running a spell checker over your resume isn't enough. You could end up with a sentence like this: "Please find the attached resume that highlights all my skill".

Bear in mind that for some clients one or two typos in a resume may be enough to ruin your chances.

Reading your resume out loud line by line makes it easier to catch mistakes. It only takes a few minutes but it could make a huge difference.

2. Unless it's specifically requested, including your photo is distracting and unnecessary.

3. Submitting a resume on coloured paper is often a red flag to employers not to hire you.

Although most applications are now sent online, following up with a printed resume on coloured paper is rarely a good idea. The same goes for online applications – do not over complicate a CV with boxes, strange font or coloured backgrounds. Simple Arial 11 is sufficient.

Coloured paper can make it difficult to read the text which is a needless irritation to employers.

4. Too much information will confuse and irritate your reader.

Including all your job experiences and additional details with hopes that something will stick is not an effective strategy. Not tailoring your resume to fit the position you're applying for tells the employer you're lazy and it makes it harder for them to figure out where to place you.

Two A4 sheets should suffice in most cases

5. Automatically including references with your resume won't impress anyone.

Some employers may be okay with it, but automatically providing references means you risk providing contacts who may not be the right fit or are not prepared to tailor their responses to your interview.

6. Typing "References available upon request" doesn't work either.

Several executives agreed that informing your reader that you have references is redundant and silly. Of course you have references and you are not going to refuse to provide them.

7. Use of buzzwords like results-oriented, team player and motivated could kill your chances.

Adjectives like *innovative*, *motivated* and *dynamic* have been used so often that they've lost their impact.

Steer clear of these words whenever possible and focus on quantifying your contributions

Top 10 Over-used Buzz Words

1. Extensive experience

2. Innovative

3. Motivated

4. Results-oriented

5. Dynamic

6. Proven track record

7. Team player

8. Fast-paced

9. Problem solver

10. Entrepreneurial

8. Irrelevant hobbies could make you appear strange rather than well-rounded.

Unless it is a hobby or activity that complements the position, there's really no reason to include what you do on your spare time. Charities that you support or a membership in a professional association are a better fit.

Some employers will mainly focus on the applicant's work history or skills, so think twice before listing your interests.

9. Paragraphs that are packed with long sentences are a pain to read.

Breaking up your sentences with bullet points makes it easier for readers to scan your resume. But keep it short.

Stick to approx 5 bullets per job and try not to exceed 5 sentences per bullet.

10. Using an unprofessional email address is childish.

Using a humorous email address full of nouns and adjectives might be fine for your personal correspondence, but not for a job application. For a professional email address, just use your name.

11. You'll kick yourself if you forget your contact information.

Don't forget to include a phone number and current address.

12. Nothing sends a resume to the shredder faster than addressing it to the wrong company.

 Make sure you address your resume to the right company regardless of the medium you use to send it.

It all comes down to how much care. Mistakes happen but it's easy for an employer to just set your resume aside.

13. Mistaking responsibilities for accomplishments will greatly reduce the impact of your resume.

Simply listing your responsibilities without illustrating how you have made a difference at a company won't cut it so include achievements and quantifiable results and impact on business