



THE TEN SECOND TEST

THE TOP CV MISTAKES YOU CAN AVOID

CONTACT DETAILS

Don't make the recruiter search for them

Avoid unprofessional email addresses

"space.turnip69@hotmail.com"

Avoid overloading them with options

PROTECTED CHARACTERISTICS



Age
Disability
Gender reassignment
Marriage and civil partnership
Pregnancy and maternity
Race
Religion or belief
Sex
Sexual orientation

Fonts AND COLOURS

Avoid the use of colour on your cv

Use clear simple fonts

Use underline only for weblinks and use bold sparingly

Be consistent in your font choice

Minimum font size 12

OVERUSE OF ME, MYSELF, AND I

Your use of Language can make or break your CV

Avoid phrasing everything as I did, I had, I went

"I worked in a shop for 3 years"

"3 years customer service experience in a
fast-paced retail role"

'SPEELING' AND GRAMMAR

Don't rely on an automatic spell checker - make sure you read through your CV, have somebody else read through it too!

Know the difference between words like their, they're and there!
Avoid repeating words, use different active verbs to broaden your skills and achievements

A CV with spelling and grammatical errors
won't pass the 10 second test

THE UPS AND DOWNS



It's a balancing act between upselling yourself and the urge to downplay your achievements

Do not lie on your CV, never claim to have qualifications you do not, or have worked somewhere you haven't

Don't make claims without evidence

Don't undersell yourself, be proud and tell them what you can do!

