

For jobseeker - Worst cv mistakes

1. Writing multiple cvs for different jobs

- a. If you try and write a separate cvs for each job you apply for, you will soon lose track and not remember which cv contains which info
- b. Write one cv containing ALL your qualifications and experience
- c. Be brief yet ensure you list all your knowledge and experience; you never know what information will ensure that a potential employer will ask you for an interview

2. Not supplying enough information on experience related to the job you are applying for

- a. Do not assume that anybody automatically knows your what your duties and responsibilities are by looking at your job title – if you don't TELL people what you can do they won't know
- b. Read the job advert CAREFULLY and ensure you address the requirements for the job in your cover letter (if the advert specifies x years' experience in a certain task or industry etc – make sure it is stated clearly in your cv that you do have this experience)
- c. If your CV does not include the skills and knowledge that your target employers are looking for, you won't be shortlisted – no matter how well written and structured your CV is otherwise

3. Language, sentence building, grammar

- a. Nothing is worse than a badly worded cv full of mistakes – a sure way for your cv to land in the bin
- b. Make sure your cv is professional with proper sentences, correct grammar and NO spelling mistakes - ask somebody to check

4. Lying and exaggeration

- a. Professional recruiters and companies will check cv facts, and you will be found out eventually if you lie and/or exaggerate in your cv
- b. Do not leave out employment, do not alter employment dates, do not misrepresent qualifications

5. Order of employment record

- a. Starting with your first job many years ago or jumbling up your employment dates is a sure way of not to be shortlisted
- b. Your current or latest job comes first
- c. Recruiters want to know what your current abilities are; as you are probably looking for a position equal to or better than your current job
- d. What you did 5 or 10 years ago is probably not relevant to your current job application

6. Information on your current position

- a. You are doing yourself a great disservice if you don't pay attention to your current responsibilities – as your current job is most probably what the recruiter will look at to check your current level of seniority
- b. Make sure that your current role is described in full, any newly-acquired skills and experience are listed

7. Information in your employment record

- a. By not providing enough factual information on your career history, the potential employer might not be able to judge that you are a good candidate for the position they want to fill and reject your application
- b. One sentence for the "duties" section of a job you held for 5 years is not sufficient
- c. Use headers for different aspects of your job (technical, management, administration, customer service, instruments used etc), give a brief profile of the company/ies you worked for (manufacturers of xxx for the xxx industry), list your ACHIEVEMENTS (anything over and above your normal duties, how good are you at your job?), give reasons for leaving each job (career development, relocation, retrenchment etc)
- d. Also give month and year for employment dates, just years is not enough

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