

What NOT to include onto your CV



Location **West Midlands, West Midlands**
<https://www.freeadsz.co.uk/x-499616-z>

1. Applying for a position for which you're not qualified You may look at a job advert and think, 'I like the sound of that! I think I'll apply!' However if you haven't the right qualifications or experience then you're probably wasting your time. Make sure you read the job description carefully and any other additional information that may be available. And then stop. Ask yourself, 'I might like the sound of the job but do I really have the right skill set and experience?' If the answer to your question is still 'yes' then go ahead, hit that 'Apply Here' button and good luck! But if you don't fit the bill then please don't go any further. Save the recruiter valuable time and yourself the heartache of rejection.
2. Providing irrelevant personal information You may be very proud of your membership of the local Hell's Angels chapter. You may also be proud of the fact that you voted Green in the last election, weigh 12 stone, are 6ft tall and Buddhist. But unless your personal information is relevant to the job you're applying for, do not include it on your CV.
3. Burying important information Remember, your CV will have little time to impress. The recruiter will look at your CV and think 'Why should I interview this person? What will they bring to the organisation?' So when compiling your CV think 'Benefits, benefits, benefits!' and make them obvious. That doesn't mean putting them in all CAPS but it does mean making what you'd bring to the role easy to find, easy to understand and, above all, compelling.
4. Spelling errors, typos and poor grammar This 'no no' should be obvious. But it obviously isn't. The number of CVs that recruiters see on a daily basis with spelling errors and other mistakes is appalling appalling terrible. You've got a spell checker. Use it!
5. Unexplained gaps in employment Having unexplained gaps in your employment history is a big 'no no'. It makes recruiters nervous. If you're lucky, they'll briefly wonder what you were doing during that mystery period as your CV is folded into a paper aeroplane and whizzed towards the trash can.
6. Lying or misleading information

Obviously, you have to describe yourself in the best possible light. This often means adding a little 'padding' to your CV. But the temptation to do too far is a real one. Here are some things you can do to make sure that does not happen. For example, they're always going to look out for things like:
 - Salary and achievements. Employers are looking for impressive and verifiable achievements.
 - Checks on social media. The fact that you have a Google+ profile or you're on a specialist candidate checking service. Something that you think is just 'bending the truth' could really

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