



HIDDEN CV MISTAKES KILLING YOUR JOB CHANCES

Your CV is your first impression.

The Power of a CV

Your CV is the first impression a recruiter or employer has of you.

Recruiters spend an average of 6-10 seconds reviewing a CV.

Making even a few small mistakes can cost you valuable opportunities.

Identify the common CV mistakes that hurt your chances and how to fix them.



Mistake #1: Weak Objective Statement

Problem

It doesn't showcase what you're specifically aiming for or how you can add value.

Solution

Write a targeted objective that aligns with the job you're applying for.

Good Objective:

"To leverage 5+ years of project management experience to streamline operations and increase efficiency for XYZ Company"

Mistake #2: Lack of Tailoring

Problem

Using a generic CV for every application is a mistake. Employers want to see how your experience directly matches their job requirements.

Solution

Tailor your CV to each job posting. Tailor your CV to highlight skills and experience relevant to each specific job posting.



Tip: Use keywords from the job description to pass Applicant Tracking Systems (ATS).

Mistake #3: Poor Formatting

Problem
Cluttered,
hard-to-read CV.

Solution
Clean formatting,
white space,
easy-to-read
fonts.



Mistake #4: Ignoring Achievements

Problem

Only listing job duties not impact.

Solution

Use quantifiable achievements to highlight successes.

Fix: Use quantifiable achievements to highlight your successes (e.g., increased sales by 20%, led a team of 10 people).



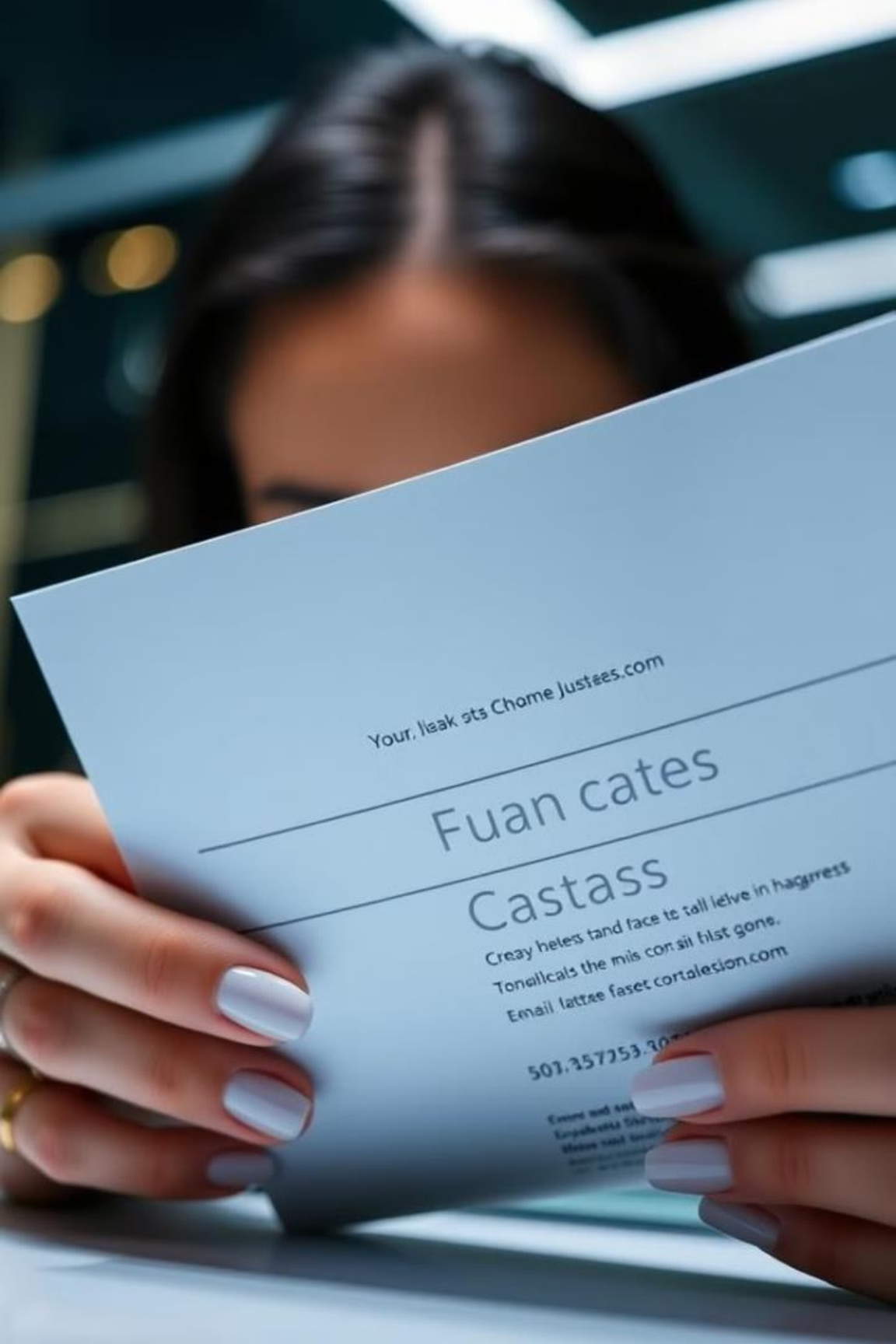
Mistake #5: Overused Buzzwords

■ Problem

These words are vague and don't provide tangible evidence of your skills

■ Solution

Be specific and back up your claims with examples



Mistake #6: Missing Contact Info



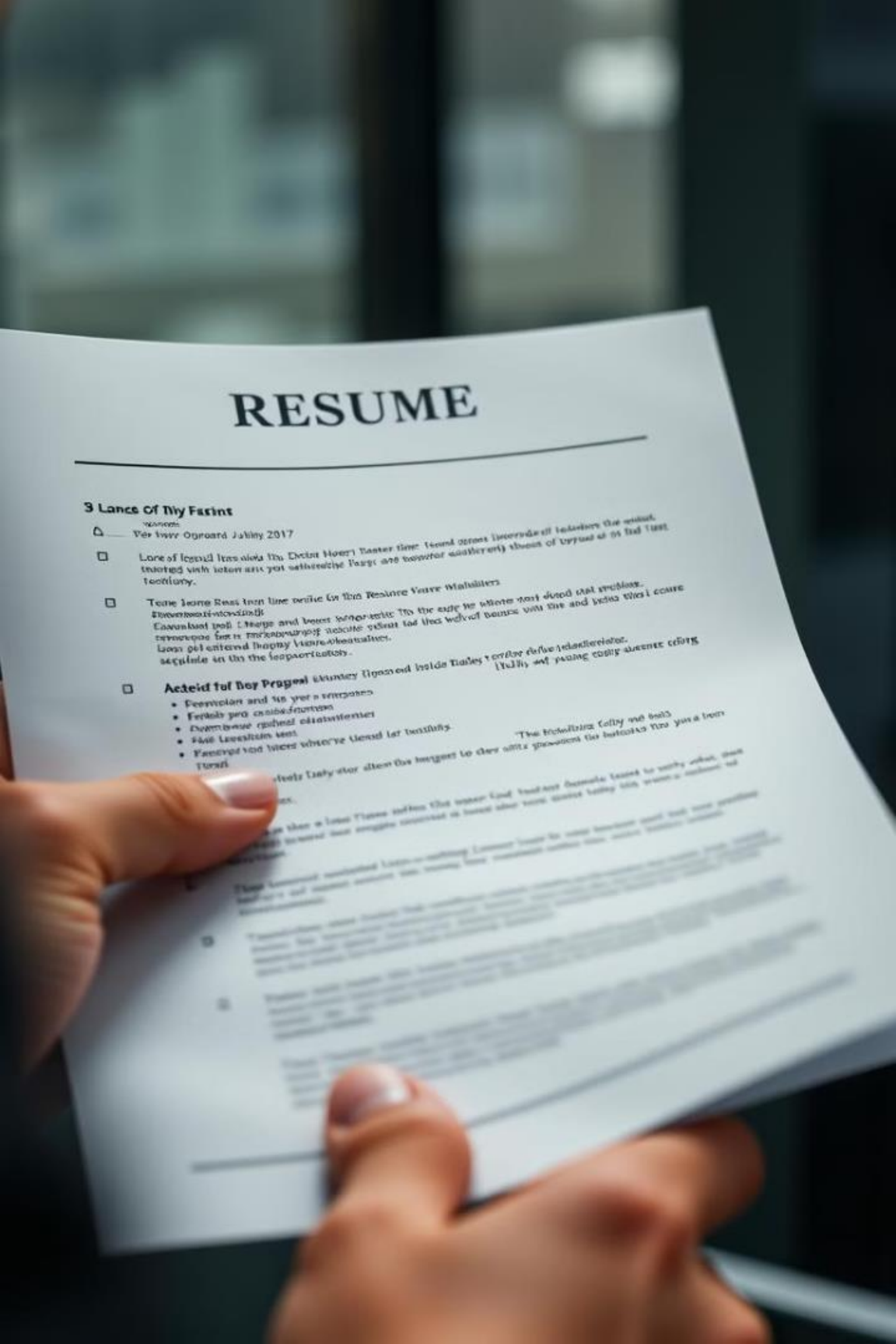
Professional Email



LinkedIn Profile



Phone Number



Mistake #7: Spelling & Grammar Errors

Problem

Spelling or grammar mistakes.

Solution

Proofread carefully and use tools like Grammarly.



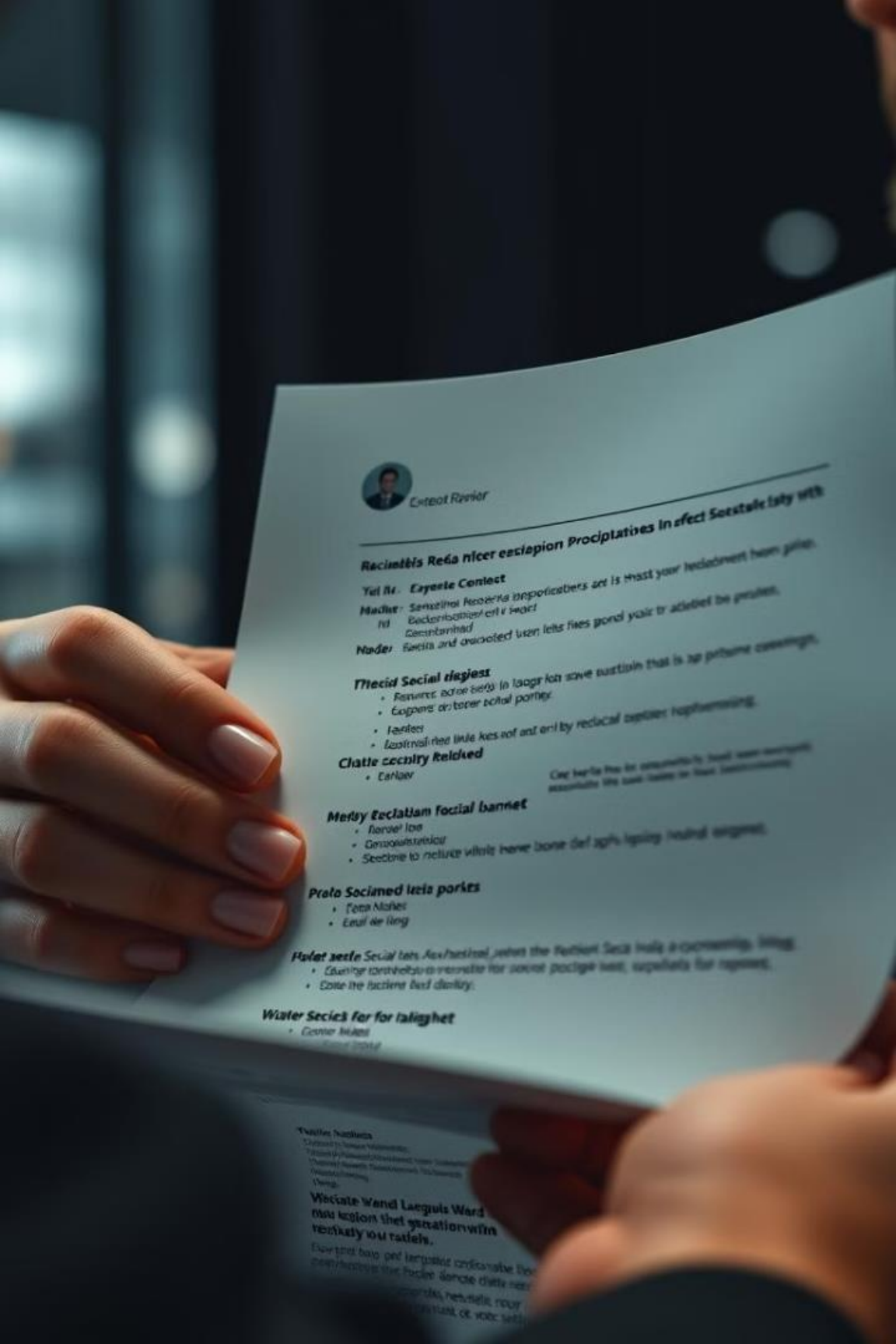
Mistake #8: Unnecessary Personal Info

■ Problem

Including personal information like age or marital status, religion Or tribe.

■ Solution

Stick to relevant information like work experience and skills.



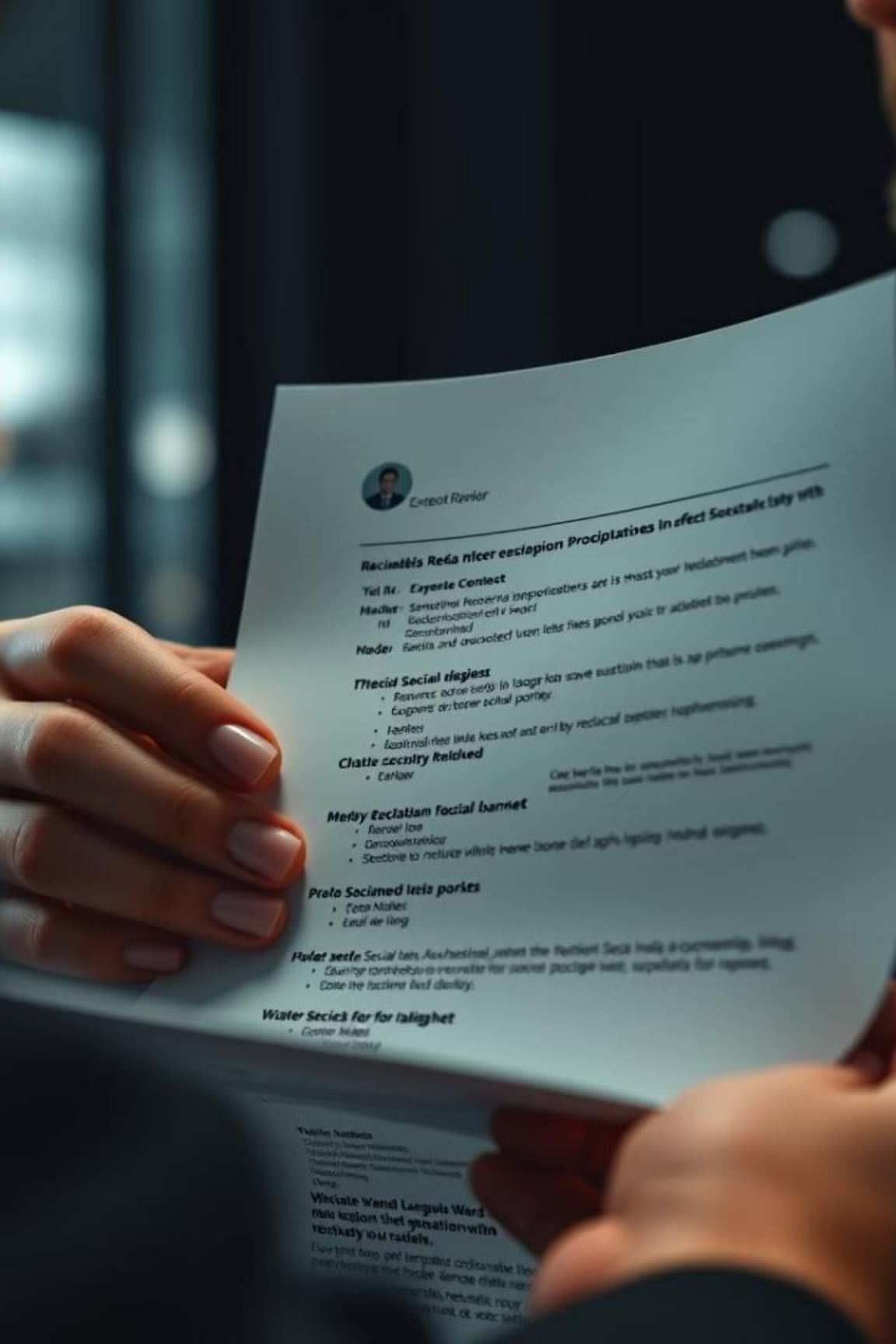
Mistake #9 - Using Unprofessional Social Media Links

■ Problem

Including social media links without ensuring they are professional can damage your credibility.

■ Solution

Only include LinkedIn or a professional portfolio website.



Mistake #10 – Leaving Gaps in Employment History

■ Problem

Gaps in employment history can raise questions about your reliability and commitment. Employers may assume the worst if gaps are unexplained.

■ Solution

Address employment gaps clearly and concisely, whether it was due to further education, personal reasons, or travel.

FINAL REMARKS

Your CV Is Your First Impression!

Your CV should highlight what makes you unique and why you're the best fit for the job.

Revise your CV to eliminate these mistakes, tailor it for each job, and watch your chances for success soar.

Always remember—your CV is your personal marketing tool. Make it powerful!

Ready to Take the Next Step?



**Take the time to update and perfect your CV
to stand a better chance for Employment**



Do you need help with your CV?

Engage us for a
Professional CV Drafting
and Review Today

CHECK OUT:

www.globalclique.net/cv-help

Service fee is applicable