

10 POINTS FOR AN EFFECTIVE CV.

112 people applied for 8 job.

We can only take on 8 people, we can interview 16 people. Why did we reject some CV's?

1. **Poor presentation:** It was scruffy, stained and dog eared. Take time to print a fresh one for each job.
2. **Not tailored to the job:** The date on the covering letter was December 2013. Make sure you write a new letter for each job. The CV talked about wanting to work for the D&L Department, but you are applying for a job in the P&E Department. Make sure it is tailored for each job and updated.
3. **Poorly formatted:** It looks untidy, there are spelling mistakes, poor grammar and punctuation and some parts are crowded and others with lots of white space. You need to come across as someone who would take the time and trouble to get things right and pay attention to detail.
4. **Missing details:** Some essential details are missing. There is no phone number, and the email bounced back. Make sure you have written it correctly and that an employer can contact you.
5. **Gaps:** There is a gap in your activities. What happened between 2012 and 2013. Don't leave gaps if you were out of work include any details of voluntary work, courses or other skills you gained.
6. **Lacking detail:** The term "Trainee keeper" tells us very little about your employment skills. Clearly detail the skills you learned and how they were developed.
7. **Old referees:** Both referees are from school, but you have worked a number of jobs in between. Do you not have a more up to date employer that could also be used?
8. **Referee details:** Your referee addresses are incomplete. How can they be contacted. Make sure you don't look like you can't be bothered finding out these details.
9. **Not enough about you:** There is very little detail about YOU. What do you like and enjoy? What information tells someone about your personality? Are you a bright, interested, involved and active person? Do you work well in groups?
10. **Following instructions:** Your application arrived after the closing date and did not come with a covering letter as requested. If you can't follow instructions, you won't get interviewed.

You may think that is harsh, but it is the only way to select a few from a huge number of applications.

Spend time and effort on producing a good, tailored effective CV and you could have got interviewed for the job.