**Some of the most common CV mistakes**

1. **Calling the file CV.doc**

If you email a CV for a job application, include your name in the document title e.g. John\_Smith\_CV.doc. It makes it easier for the employer to keep track of you.

1. **Having a comical email address or skype name**

If you email address is [Ilikecheese@hotmail.com](mailto:Ilikecheese@hotmail.com) or [fluffybunny02@gmail.com](mailto:fluffybunny02@gmail.com) you need to set up a professional account that includes your name. It’s better to avoid numbers or symbols where possible. The same goes for Skype because this is often used as part of the grad scheme process.

1. **Spelling/grammar errors**

Most recruiters will throw your CV away if it contains spelling or grammar errors. Have someone proofread it for you.

1. **Formatting and layout**

Make sure that the formatting (font/text size/spacing etc.) is consistent. It looks more professional and will read better.

1. **Incorrect contact information**

It doesn’t look good if your email, postal address or contact telephone numbers are incorrect. Double check them. Equally, don’t leave out key information. An employer will not take the time to request your phone number if you haven’t supplied it.

1. **Longer than two A4 pages**

A CV should not usually be longer than two A4 pages. An employer will stop reading if it is too long, or if the relevant information is hidden. Work out key competencies for the job and organise your CV to show that you have these skills.

1. **Irrelevant information**

If your religion/political views/disability/hobbies are not directly relevant to the position, do not mention them. You can include a short section on interests at the end of a CV, but a CV should be concise and to the point.

1. **Not tailored to the position**

It’s important to write a CV for the specific position for which you want to apply. Avoid sending a one-size-fits-all CV to multiple organisations and DO NOT cut and paste company names. HSBC will not respond to a CV saying that you would love to work for Lloyds.

1. **Out-of-date**

It’s important to regularly update your CV to include new experiences and qualifications. If you have a date on your CV, this must be updated before sending out to employers.