UNIT III

Steps in grooming Student Personality

Grooming your personality is just as important as grooming your outward appearance. When you regularly work on developing good personality traits and minimizing bad ones, you'll make more friends, do better at work, and feel happier overall. Your personality isn't set in stone, even as an adult, so it's completely possible to make some changes for the better.

Personality grooming is as important as getting your degree done. This personality development and grooming allows you to be more successful and popular among your fellows and in your professional life coming ahead.

The personality is the representation of your inner self and making it better and better with every passing day is very crucial. Here are the tips for personality grooming which will allow you to be a better person and a better student.

Study and Observe Your own self (positives and negatives)

Being a student is all about studying but you're not required to study your course books here. Try to study your own inner self. This study will allow you to learn about yourself. The results will give you the glimpse of your negatives and positives. Keep the positives working and put your negatives under improvement.

Working on your negatives and weaknesses will gradually groom your personality allowing you to become more prominent and privileged in your appearance and personality.

Improve Your Dressing

Dressing sense is a gift only few students have got among a group of students. The appearance matters a lot. The first which you present to the people about yourself is your personality and your appearance. Wearing graphic T-shirts and dull or embroidered clothes do not portray your positive image which ultimately damages your personality and your presence among your fellows.

Extraordinary Communication Skills (oral and written)

The world is very much competitive today and having excellent communication skills is the weapon you can dominate anything you want. The communication skills are not limited to your speaking only, the written communication has also a strong impact on other people.

Try to improve your communication skills by reading books and taking part in the discussions which are relevant to your area of studies. It will allow you to improve your personality as well as your knowledge.

Body Language

Not only your tongue but your body also talks. Your body speaks conveys certain messages to the people without your permission if you don't have enough control on your body language.

Try to stand tall with shoulders pulled back, head high and tummy in to show a confident body language. Try to give positive signals with your body and do not be afraid of your surroundings. Don't let your body speak without your permission because it may damage your personality.

Giving Your Own Opinion

Your thoughts need hearers because they will rot in your brain without being expressed to the people. Do not hesitate to put in your ideas and views. Your opinion matters and for that you don't need to feel any sort of shame.

It is quite possible that your ideas could give solution to people's problems and the ideas were long waited for. Don't be afraid of being different and thinking in unconventional way.

Proper Planning for Best Performance

As a student, you become a person of plans because you have to plan your studies as well as your future goals. Proper lesson planning and study schedule will allow you to become more confident in your approach. This planning will make you able to manage your time and this factor is very much important for your studies as well as your future job.

Listen Patiently

The essential part of image building and personality grooming is listening patience, apart from your communication skills. Listening is a part of communication because when you listen to understand and answer, you answer more efficiently.

Listening just for listening will be harmful because you will not be able to concentrate and lose your image quite soon.

Be Supportive and Caring

Stop being arrogant and self-centered if you're try to be. Make time for the people matter to you and give them some quality tie. The relations are not meant for brain but heart. This small gesture will make you a loving and caring friend and your personality will have a positive image in the eyes of your friends.

CV writing skills

It's normal to feel unsure about how to talk about writing on your resume. Are you overstating your skills? Are they even relevant to the job you want? And how do you make sure the hiring manager sees your writing as a good thing on your resume?

The key to successfully showcasing your writing skills is keep it clear, concise, and relevant. You'll want to mention specific writing skills that fit the job requirements, and prove that you have these skills.

Why is it important to include your writing on your resume in 2024? Whether it's crafting emails, reports, or online content, writing significantly influences how effective you'll be in your job. Even though AI has the ability to write huge pieces of content for you, it still takes someone who knows what they're doing to make sure the writing is easy to understand and free of errors.

Also, with remote work on the rise, written communication plays a key role in your ability to communicate with team members and get the job done. Not to mention, it often helps leave a positive first impression with potential employers.

Let's dive into how to effectively showcase your writing skills on your resume, tailor these skills for different job applications, and avoid common pitfalls in the process.

Figure out what kind of writing is required in this job. You may moonlight as a poet, but if you're applying for a marketing position, they're going to be more interested in your expertise with SEO writing. Research the company and role, and use the job description as your guide for what types of writing to highlight on your resume.

Tweak your resume. In most cases, you'll want to highlight your writing in the "Work Experience" section. If writing is a big part of the job or if you don't think your work experience demonstrates it plainly enough, you may want to also list it in the "Skills" section.

Keep it short. Since you're a writer, this shouldn't be a problem... But make sure you edit your resume to keep it concise. Think bullet points, not paragraphs.

Be specific. As much as you can, highlight specific projects you've worked on and talk about their results in concrete terms, using numbers. For example, you could say something like, "Wrote emails that increased sales by 15% among new list subscribers"

Don't use jargon. It may be tempting to flex your expertise by using industry-standard terms (cold traffic, anyone?), but remember the person reading your resume may get confused and push your resume aside. Unless the job description specifically uses the jargon in question, keep things easy to read.

Include examples with your resume, whenever possible. In your application, try to link to a portfolio or personal blog that has samples of your best writing pieces. That way, you don't have to rely solely on describing your skills— you can show the manager what an amazing writer you are!

To determine if you've effectively showcased your writing skills on your resume, upload it to the tool below. It will provide feedback on whether your document effectively highlights your specific type of writing skills.

Where to put writing skills on your resume

Writing exists in a weird middle ground between soft and hard skills— depending on the job, your writing skills may be a nice plus, or they may be essential.

Generally speaking, you want to demonstrate your writing skills with accomplishments in the bullet points of the "Work Experience" section of your resume.

Here's an example of what that could look like:

An example of a resume demonstrating writing skills in the bullet points of the Work Experience section

An example of a resume demonstrating writing skills in the bullet points of the Work Experience section

If it's essential to the job, consider also putting it in the skills section, like this:

An excerpt from a resume demonstrating writing skills in the Skills section

An excerpt from a resume demonstrating writing skills in the Skills section

It's much more powerful to show the results of your writing than to simply say you can write. If you're wondering how to describe your writing skills on a resume, default to giving an example with measurable results.

Now, let’s talk about the specific kinds of writing you might want to put on your resume:

Specific writing skills to put on your resume

Different jobs require different types of writing skills.

Here are some you might include on your resume:

Technical writing

Technical writing is about making complex information accessible to everyone. If you’ve ever used an instruction manual, that’s an example of technical writing. So are other manuals, reports, and internal reference documents.

When listing this skill on your resume, make sure to include any specific projects you’ve worked on in the past. For example, if you created the repair manual for a specific type of engine, you could say something like, “Wrote the repair manual for the V7000 engine downloaded by 600+ readers.”

Technical writing is best included on resumes for jobs in: IT, engineering, and science.

Creative writing

If you’re a creative writer, your ability to craft compelling stories and capture the hearts of audiences is invaluable. Creative writing in business isn't just about weaving a tale; it's about connecting with your audience in a way that resonates and persuades.

So should you include your novelist aspirations on your resume? Maybe not, but if you have proof that you can write content that gets people’s attention, you should highlight that. For instance, you might say, "Conceived and wrote a viral advertising campaign that increased brand engagement by 40%."

Creative writing is best included on resumes for jobs in: marketing, advertising, and content creation.

Business writing

This may not be the first thing you think of when you’re applying for a job, but writing is a huge asset in business. Emails, reports, proposals, memos... Corporate employees do a lot of writing every single day. And companies run better when their employees understand how to write clearly and concisely.

Business writing is direct and persuasive, with a professional tone. If you have this skill, a good example to list on your resume could be, "Authored comprehensive project proposals leading to a 30% increase in client acquisition."

Business writing is best included on resumes for jobs in: administration and management, especially in corporate environments.

SEO writing

SEO writing involves creating content that ranks well on search engines and gives readers helpful information. You could illustrate this skill with a statement like, "Wrote SEO-optimized blog posts that doubled the organic traffic to the company website within six months."

SEO writing is best included on resumes for jobs in: digital marketing

Copywriting

Copywriting is the art of persuasive writing that prompts action, whether it's a purchase, a sign-up, or engagement.

If you have this skill, don't just talk about it— show specific ways that your copy has encouraged people to take action. For example, "Crafted product descriptions that increased online sales by 25%."

Copywriting is best included on resumes for jobs in: advertising and marketing

Editing and proofreading

Editing and proofreading aren't just about grammar and spelling. They're about creating clarity and consistency for readers. In many jobs that require a significant amount of writing, it's crucial that you're able to self-edit or help your coworkers

A line such as "Edited and proofread a monthly magazine with a circulation of 50,000, maintaining a high standard of accuracy and readability" can demonstrate you know what you're talking about when it comes to editing.

Editing and proofreading are best included on resumes for: any jobs that require a significant amount of writing.

Grant writing

Grant writing is laser-focused on creating proposals to secure funding.

If that job involves grant writing, highlighting your success rate in the past will make your resume awesome. For example you could include a bullet point that says something like: "Successfully wrote and submitted grant proposals that secured over $1 million in funding for various community projects."

Grant writing is best included on resumes for jobs in: non-profits and research.

Common mistakes to avoid

Finally, let's walk through how to avoid some common pitfalls when it comes to putting writing skills on your resume:

Avoid irrelevant skills

Tailor your writing skills to the job you're applying for. Instead of listing every writing project you've ever done, focus on ones that relate to the position.

Example: if you're eyeing a role in digital marketing, emphasize skills like SEO writing and content creation over technical writing.

Be honest about your skill level

If your experience in a particular style of writing is basic, don't oversell it as advanced. Misrepresenting your skills might mean you end up in a job that's over your head.

However, if you are working on that skill through workshops or online courses, include this on your resume. It shows you're willing to do what it takes to do the job right.

What to do if you have limited writing experience

If your professional writing experience isn't what you'd like it to be, you can always draw attention to relevant skills from other areas. Research, editing, or strong organizational abilities can help you make a case for why you'd be a good fit for a job that requires writing.

Also, don't underestimate the value of personal projects. Blog posts, volunteer writing you've done, or freelance gigs can show potential employers you have the writing chops required for the job. And the good news is— it's not too late to write a blog post or write something for your favorite charity so that you can mention it in your application!

If you'd like personalized feedback on your resume before you apply, check out score my resume. It's our free AI-powered resume checker that will give you specific feedback on how to improve your resume so that recruiters and hiring managers can see what an awesome fit you are for the job!

JOB APPLICATION LETTER AND RESUME

A job application letter (also known as a cover letter) is a letter you send with your resume to provide information on your skills and experience. This letter is your chance to "sell" yourself to an employer, explaining why you are an ideal candidate for a position.

When you write your job application letter, it's essential to pay close attention to formatting. There's a right way to format a cover letter; deviate from the standard guidelines and hiring managers may drop you from consideration.

In fact, anything that makes your job application letter appear less than professional can prevent hiring managers from taking you seriously as a candidate. Make sure your cover letter is formatted properly and is free from errors before you send.

Tips for Writing a Job Application Letter

1. **Do not copy your resume**

A cover letter is a sales pitch. The purpose of this letter is to convince the hiring manager that you're a strong candidate and to highlight your relevant experience and abilities. Your application letter should show how exactly your background makes you a good fit for a particular position. In contrast, your resume is a general record of your experience, education, and accomplishments.

2. **Tailor each application letter to the job**

As mentioned above, emphasize in your letter why you are an ideal candidate for the specific job. This requires that you personalize each letter to fit the company and position. Match your qualifications to the job posting by highlighting the skills, experience, and requirements listed in the description.

3. **Be professional**

Application letters have a fairly rigid format as hiring managers read your letter, they will expect to see certain information included in set areas. You have freedom within the structure to be personable, but it is important to stick to a certain level of formality. Pay particular attention to the

professionalism of your salutation. You wouldn't, for instance, want to refer to the letter's recipient by their first name unless specifically requested.

4. **Carefully proofread**

Employers are likely to overlook an application with a lot of errors. Therefore, read through your cover letter, and even consider asking a friend or career counselor to read the letter. Proofread for grammar and spelling errors. Be particularly mindful to spell the letter recipient's name correctly, as well as the company name.

5. **Follow business letter format**

Use business letter format when writing your letter. If you're sending a typed hard-copy letter, be sure to lead with a paragraph containing your address, followed by the date, followed by the address of the recipient. If you're sending an email, you can omit the address and date sections.

6. **Decide whether to send a hard copy or email**

The main difference in formatting an email application letter is that you need to include a subject line that clearly lays out your purpose for writing, e.g. "Graphic Designer—Joe Smith." And, instead of placing your contact information at the top of the letter, as you would in a hard copy, you'll include it below your signature.

Job Application Letter Format

Use this formatting information as a guideline when writing your customized application letters, so you know what information goes where.3

Contact Information

Name

Address

City, State Zip Code

Phone Number

Email Address

Date

Employer Contact Information (if you have it)

Name

Title

Company

Address

City, State Zip Code

Salutation

Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

Body of Application Letter

The body of your application letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow up. See below for a paragraph-by-paragraph breakdown of the body of the letter.

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the job you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one. You might conclude by briefly and concisely saying why you think you are an ideal candidate for the job.

Middle Paragraph

The next section of your application letter should describe what you have to offer the employer.

It can be a single paragraph, or you can break it up into a couple of paragraphs. If the section gets lengthy, you may use bullet points to break up the text. Remember, you are interpreting your resume, not repeating it.

Mention specifically how your qualifications match the job you are applying for. In this portion of the letter, make your case for your candidacy.

Use specific examples whenever possible. For example, if you say that you have lots of experience working successfully on team projects, provide an example of a time you worked in a group and achieved success.

Final Paragraph

Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow up.

Complimentary Close (examples)

Sincerely,

Signature (for a hard copy letter)

Typed Signature

Job Application Letter Example

Theintactone

11 South Street

Harbor View, Maine 04005

555-555-5555

theintactone@email.com

March 5, 2020

Jason Rivera

Human Resources Director

Avery Solutions, Inc.

700 Commerce Way

Harbor View, Maine 04005

Dear Mr. Rivera,

I was excited when my former colleague, Stephanie Taylor, told me that you were hiring for a Human Resources Specialist at Avery Solutions.

Stephanie has told me how important teamwork is to your group at Avery, and how much you need an HR Specialist who can fit in with the department and hit the ground running on day one. I believe that I am the ideal candidate for your team.

In my current job at Smith Group, I created and run our onboarding program, including organizing background checks and new hire orientation. I also have extensive experience in:

Data reporting/data entry on HRIS software

Recruiting and hiring processes, including creating job descriptions and postings, screening resumes, and scheduling interviews

Producing company events, such as the annual company-wide picnic (100+ employees from across the country)

I'd love to speak with you about my qualifications and what I can do for your team. I've attached my resume for your consideration. Please don't hesitate to contact me on my cell at 555-555-5555 with questions or to arrange an interview.

Best regards,

The intactone

Common CV Mistakes to Avoid At All Costs

Background Image

Your CV is what sells your skills, education, work experience, and accomplishments and shows a potential employer that you're the right person for the job.

And yet, creating a compelling CV is easier said than done.

Chances are, you're making one of the most common CV mistakes that can cost you the job.

1: Bad Spelling and Grammar

If your CV has spelling errors, typos, and bad grammar all over it, you might be seen as a lousy communicator, careless, or uninterested in the position.

Here are some grammar rules and tips to follow when writing your CV:

Use good platforms to check spelling and grammar.

Use apostrophes when showing ownership of something, e.g: client's needs, company's blog.

Use quotation marks when using quotes.

Talk about old jobs in the past tense and your current job in the present tense.

2. Poor Formatting

On average, a recruiter spends no more than 6-8 seconds reading a CV. If your CV doesn't catch their attention in these brief seconds, they're simply going to skip over it and move on to the next candidate.

So, it's very important to format your CV well so that the recruiter can find the information they're looking for fast and easily.

Generally it is recommended to -

Avoid paragraphs of unbroken text. Use bullet points instead.

Choose a specific color theme and font and stick to it throughout the CV.

Use white space to clearly divide your CV sections. Do this by keeping the line spacing in between texts from 1.0 to 1.15.

Use a CV template (instead of creating a CV from scratch). You'll save a lot of time you'd otherwise spend on formatting, layout, etc.

3. Making your CV Too Long

When writing your CV, you might be tempted to write down every one of your experiences and achievements (especially if you have extensive work experience).

Don't

A CV isn't supposed to be your life story rather, it should be a short and concise document tailored to the job you're applying for. So, aim for 1-2 pages max.

Only mention the work experiences that are relevant to the role you're applying for. The recruiter doesn't care about your experience as an accountant, for example, if you're applying for a marketing role.

4. Not Tailoring Your CV to the Position

A CV isn't supposed to be a one-size-fits-all document. Rather, it should be tailored to each type of position you're applying for.

It may take a little bit more work, but tailoring your CV to each application makes you stand out in the eyes of the recruiter and shows them that you're applying for their job (and not just reaching out to every company you find on the web).

Tips on how to tailor a CV to a position:

Research the company and the job to find out what their perfect candidate looks like.

Carefully read the job description to highlight the duties, skills and experiences they mark as important.

When writing your CV, make sure that it covers all these essential skills & experiences that were mentioned in the job description.

Don’t list all of your skills & work experiences. Rather, opt for the ones that are relevant for the role you’re applying for. E.g. If you're looking to get a job as an accountant, you don’t have to mention your graphic design skills.

5. Including References

Many candidates think that adding references to a CV makes them seem more transparent and reliable. However, that’s not true. A CV is only the beginning of the job application process and references are usually explicitly requested further down the recruitment.

So, in a CV, references are really nothing more than a list of names that take up space (which can be better used if you include other experiences like skills, projects, etc).

6. Not Including Hobbies & Interests

Hobbies and interests, while an optional section of your CV, can actually help you stand out from the rest of the candidates. Namely, this section helps you in 3 ways:

You can establish rapport with the hiring manager by showing them who you are outside the work.

You might have something in common to talk about with your interviewer.

If the hobbies and interests are somehow related to the role you’re applying for, they can show that you’re truly passionate about the job. E.g. Applying for the role of a creative writer? Having Dungeons & Dragons listed as a hobby might help you stand out.

As such, while having a hobbies and interests section won’t get you hired on its own, it can be a helpful addition to your CV.

7. Not Focusing on Your Achievements

Your work experience section is the core of your CV. This is what shows the recruiter that you’re a skilled candidate as well as the right fit for the job.

That said, there is a right and wrong way to handle your work experience section.

When listing your work experiences, instead of talking about your work responsibilities, focus on achievements instead.

Example

Drove 100,000+ traffic to the website in 2021, which resulted in 3600+ sales.

Incorrect Example

Responsible for driving traffic to the website.

See the difference here? The first example is an achievement. It includes the exact information on how the candidate performed in their role.

The latter example, though, is a responsibility. Sure, the candidate was in charge of driving traffic to the website, but were they good at their job? How much traffic did they drive, and over what period of time? How did this reflect sales?

If a recruiter had to pick one of the two candidates to invite for an interview, they'd always pick the first.

8. Using Cliches (Without Backing Them Up)

CV cliches are overused words or phrases the majority of people include on their CVs. They make you appear unoriginal, lazy, and lower your chances of scoring an interview.

Some of the most popular ones include words such as good communication skills, fast learner, attention to detail, creativity, passion, and so forth. Way too many job-seekers use these terms in their CVs, and frankly, they don't really mean anything on their own.

When mentioning such skills in your CV, you want to back them up with experiences.

Instead of just inserting "Communication" as part of your skills section, add something in your work experience section that backs this up.

Example

Managed a remote team of 5 via online tools such as Slack, Google Meet, ClickUp, and others.

9. Not Including the Numbers

Want your CV to truly stand out from the rest? Always include numbers and data.

Instead of saying something like:

Incorrect Example

Improved Sales

Go for:

Correct Example

Improved sales by 20% over a 6-month timeframe by implementing new marketing strategies.

The first example is very generic - the hiring manager has no idea what your impact was, nor how you managed to make it happen.

The second, on the other hand, shows what exactly you did, and how impactful your work was.

So, for any type of experience or accomplishment that you mention in your CV, always explain:

What kind of results did you achieve? Explain in numbers when possible, e.g: Increased annual sales by 35%.

How did you get these results? Go through the main actions taken, e.g: Added a new marketing channel and improved customer service response.

When did you achieve the results? Mention the time period, e.g: for the year 2021.

10. Using the Wrong CV Template

Not all CV templates have the same effect. Some are visually appealing, easy to read and stand out from a pile of other applications.

Other CV templates? Well, not so much. They have unnecessary and distracting graphics, unprofessional fonts, lack of consistency, strays of blank spaces, and so on - which makes them a nightmare to go through.

So, look for templates that:

Have clear section headings.

Have an easy-to-read font, such as Ubuntu, Arial, Roboto, Overpass, Helvetica, etc.

Are pleasing to look at. Look for templates with bulleted points, a pop of color, consistent design, and white space around the margins.

Stand out. Black and white CVs are outdated - go for something that catches the recruiter's attention.

Don't know where to start looking? Then check out our templates!

We have free, customizable, ATS-friendly CV templates for all types of positions.

cv mistakes cv example

Pick Template

11. Leaving Out Social Media Links

70% of recruiters check your social media during the hiring process.

So, it's important that your social media profiles are presentable.

First, and foremost, though, make sure to delete any content you don't want them to see, or make your profiles private. You don't want your profile picture on Facebook, for example, to be from a frat party in your university.

Then, edit the profile you want to show, such as LinkedIn or Facebook, so that it looks professional and contains any information you couldn't fit in your CV.

cv mistakes contact section

Learn how to use LinkedIn to your advantage with our 21+ LinkedIn profile tips!

12. Inputting an Inappropriate Email Address

If a recruiter gets a CV from "fishing_guy@gmail.com', they most likely won't bother to open the attachment at all.

Make sure that your email address is both professional and presentable. We recommend following this format:

[First name] [Last name] @gmail.com

Speaking of, do go for Gmail over more outdated email platforms like Hotmail. This shows that you're relatively tech-savvy.

13. Putting the Wrong Contact Information

Imagine spending hours crafting the perfect CV, and then not getting hired just because the recruiters can't contact you.

Sounds like a nightmare, right?

Well, that's why you should always double-check your contact information to make sure everything's correct and updated.

In addition, in your contact information section, make sure to include:

First and last name

Phone number

Email address

Location

14. Exaggerating the Truth

Exaggerating the truth can make your CV stand out, but that's about all of the good it brings.

If you make it to the interview process, recruiters will likely perform a background check on you, and the exaggerations will catch up.

It takes just a few minutes for them to have a phone call with your previous boss, and you'll end up dealing with a stained reputation, no job, and a whole lot of stress.

Even if you manage to slip past the background check and get hired, you'll be overstressing about working a job you're not qualified for (and eventually get fired or quit).

15. Ignoring Employment Gaps

Having employment gaps isn't a break dealer. The issue begins when you give no explanation for them.

It leaves recruiters with plenty of room for imagination, and they will always assume the worst (e.g. you got fired, you're lazy, and so on).

So, make sure that in-between your work experience, to always address any employment gaps. Here's an example:

Note

08/2021 - 09/2021

Had to take a medical leave due to health complications.

16. Lying

Lying in your CV is a big no-no.

Although you could possibly get away with it, it's really not worth the risk.

If you get caught, lying costs you your job and reputation as a future employee. And to make matters worse, in cases where a qualification is legally required to carry out a job, lying is considered fraud. Legal action could be taken against you.

17. Including Your Headshot

Unless you're applying for a modeling or acting job, in which appearance matters, we'd recommend not including a photo on your resume or CV.

The point of a CV is to assure the employer that you have the relevant skills, experience, and qualifications for the job. A picture is irrelevant to the application and your ability to handle tasks and challenges in the workplace.

Moreover, a headshot could result in discrimination, whether that's because of race, age, gender, or other factors. In fact, in countries like the UK, US, and Ireland, pictures in CVs are prohibited, due to the strong anti-discrimination and labor laws put in place.

18. Not Writing for ATS

Did you know that you can get your CV or resume discarded before the recruiter even lays eyes on it?

Over 70% of job applications get disqualified by Application Tracking Systems (ATS) without being read.

If you don't know what's an ATS, here's a rundown:

An ATS is a type of software used by larger companies around the world that screens your CV looking for specific keywords and experiences. If your CV doesn't mention the right words, then it's automatically discarded before a recruiter has a chance to read it.

This helps employers filter through thousands of potential candidates faster, even though sometimes, qualified candidates can also fall through the cracks.

So, it's important to optimize your CV for applicant tracking systems by mentioning the key requirements for your role.

Want to learn more? Check out our comprehensive guide to creating an ATS-friendly resume!

19. Mentioning Salary Details

You should never mention salary details on your CV. Rather, salary negotiations are something you do at a later stage in the interviewing process.

By mentioning your salary requirements in your CV, the recruiter might look at it as a red flag that you're too focused on the money.

20. Using Passive Voice

Using an active voice, as opposed to a passive voice helps deliver a clearer message.

Take these two sentences, as an example:

Active Voice

Sent 150+ cold emails on a daily basis

Passive Voice

150+ cold emails were sent on a daily basis

Despite meaning the same thing, the first alternative is easier to understand and is more concise than the passive voice.

21. Writing in the Third Person

Your CV is a document created by you, from a personal perspective. Hence, you should make sure you're not separated from the experiences and accomplishments written inside it.

By talking about yourself in 3rd person, you come off as pretentious, artificial, and a tiny bit creepy.

Correct Example

Communicative barista seeking a position at Coffee Place XYZ.

Josh is a skilled barista seeking a position at Coffee Place XYZ.

22. Including Personal Information

Your name, phone number, email, and address are all the personal details a CV needs to have.

You're not obligated and shouldn't include any other personal information, as it's irrelevant and can open the recruiter up to unconscious bias.

Some things that you should never include in your CV are marital status, religion, political views, etc.

23. Not Proofreading

Proofreading is the last step in making sure that your CV is free of error and ready to send. The most common mistakes you should look out for are spelling mistakes, wrong sentence structure, typos, punctuation errors, and bad grammar.