



## What Not to Include in Your CV

1. Don't provide huge amounts of detail about jobs you did more than 10 years ago.
2. Don't put anything down under "interests" unless (a) it has some relevance to the job or (b) you can talk inspiringly for hours on the subject.
3. Don't put yourself down, try irony or humour. It rarely reads the way you want it to.
4. Make sure your email address is businesslike. Happygolucky@freebie.com conveys the wrong impression.
5. Don't put anything on the front page that strikes a negative note.
6. Don't include anything that looks incomplete or misleading, e.g. mentioning a degree without mentioning the subject or result.
7. Don't put "Curriculum Vitae" at the top - put your name and contact details, including e-mail address.
8. Avoid obscure abbreviations or jargon.
9. Don't include your salary - deal with this in a covering letter or at interview.
10. Cut out non essential personal information e.g. height, weight, state of health, children/ their names/ages, religious or political beliefs.
11. Don't give the names and addresses of referees - you can provide them if they are requested, but you should brief your referees carefully about who they may be talking to, and what the potential job is all about.
12. Don't include your reasons for leaving jobs.
13. You will not normally need to provide copies of references or certificates.
14. Don't include details of qualifications that have been made out of date or irrelevant through other qualifications or study you have undertaken.

*where do you want to be?*

