

Things to Be Avoided While Making CV for Job Hunt

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Abstract: In contemporary world, HR personnel of reputable organizations have paucity of time to thoroughly examine Curriculum Vitae (CV) of candidates, as each advertised position attracts hundreds/ thousands of applications from a wide array of professionals. It is a cumbersome task at hand for HR personnel to shortlist candidates who will do justice to the position and prove their worth to the organization. Therefore, CV making has become an art of sharing academic credentials and professional accomplishments besides personal information precisely, concisely and correctly with the prospective recruiters. It continues to be a conundrum for job seeking candidates as well as recruiters as to what kind of CV is put for selection procedure. It goes without saying that CV is a marketing brochure of all candidates. It is an advertisement on job portal to sell you to the employer.

Key Words: HR Personnel, Curriculum Vitae, Professionals, Organization, Recruiters, Selection, Marketing brochure

I. INTRODUCTION

We live in an era of internet, where the scope of getting a plummy job pan World is a strong possibility and not a dream unlike yesteryears. Nowadays, all professionals float their CVs on job portals, and subscribe to the services of getting job alerts on their mobile phones as well as mail ids. At the same time, most potential recruiters have entered into an agreement with various job portals to search out suitable candidates' CVs on their portals to match with the job profile and directly approach them. Once shortlisted, candidates are asked to appear for a test/ interview along with a hard copy. There are fundamental rules of making CVs, which one must adhere to. While hunting for the right person on the right job, certain information acts as distasteful to reject candidature without having a detailed look at the CV. This way a lot of good candidates fail to press their claim to the coveted position. Hence, a lot of care needs to be given while making CV to ensure a call for interview from good recruiters. There are some of the slips commonly made by the candidates, which will call forth instant rejection from the recruiters. We shall take them up one after another to further chances of short listing CVs.

II. CURRICULUM VITAE OR BIO-DATA

It is being found that many candidates on the top of first page add headings such as Curriculum Vitae or Bio-Data or resume and then begin with name and address. It is advisable not to mention either of the two. The name has to appear first followed by address, phone number and E mail id so that contact may be established at any given point of time by the recruiters [1].

III. COLORED OR GLOSSY PAPER

It is absolutely unwarranted to present hard copy of CV at the time of interview on a colored or glossy paper. A simple A4 size paper must be used for hard copy of CV. This is a decent and sober way to represent candidature to the recruiters. The reason: it is an official and formal document [2].

IV. PHOTOGRAPH ENCLOSURE

Sometimes photographs are enclosed along with CV without being asked to, by the organizations. It is advisable not to unnecessarily attach photograph with CV. Quite a few jobs such as models, actors, air hostesses, hotel receptionists, corporate PROs etc. are glamorous and need photographs to be attached with CV. Otherwise a company wanting Production or HR or IT professionals has nothing to do with the appearance of a professional. They look for professional expertise and not physical pulchritude [3].

V. UNWARRENTED INFORMATION

In the name of personal information, some CVs consist of information like marital status, religion, spouse name, number of children, brothers & sisters and their occupations etc. There is no need to impart information such as above; as you leave hardly anything to ask on family front to the interviewers, if extensive information about family members is given in the CV. One may share one's name, date of birth and father's name only. The recruiter's interest is in you and not your family members [4].

VI. FALSE/ DISTORTED INFORMATION

Some candidates in a bid to press claim for the position fiddle with their CVs and fallaciously claim those things as a part of their job responsibility that they have never been exposed to. Or they untruly claim in their CV, experience of association with organizations of repute. Few candidates have no qualms to lie about their qualification. Such false information, if exposed during the time of interview or reference check may invite wrath of organization and it may culminate in rescinding candidature. Even if fake information is revealed after joining the organization, there is no less punishment than terminating the services forthwith. Is it worth taking undue risks to provide false information in the CV? Certainly not! Be as truthful as you can [5]!!

VII. STRENGTHS & WEAKNESSES

In almost all CVs, candidates want their prospective recruiters to get to know about their strengths which will be beneficial to the organization and the weaknesses which should not be allowed to surface at work place through proper control. Out of enthusiasm, some candidates go over board and pen down those as their strengths that appear to be very lucrative while going through CV, but are not real. For example, if someone mentions strong analytical skills as strength without being so, then the chances are that he may be exposed during the interview and that will reduce his chances of selection. Also, many candidates do not comprehend the difference between weakness and inherent shortcoming, which will come into play its significant role at work place. For example, a person may be choleric, but if he cites this in his CV, then it will invite automatic rejection of application. The reason is quite obvious that such a person will be a misfit to work in a team. The same way, if someone gets fatigued very fast due to depleted levels of energy and truthfully acknowledges in CV, then he will ruin his chances for selection.

Two things emerge as a precaution from this: one, mention real strengths and second, don't cite shortcomings [6].

VIII. UASGE OF LENGTHY SENTENCES WITH "I", "HE", "THEY", MY etc.

The CVs comprising lengthy paragraphs of experience and responsibilities are not liked by the HR personnel. Also, the mention of I/ He/ She etc. disturbs the flow of CV and reading long lines becomes cumbersome and irksome. It is always better to use bullet points to highlight any point, rather than making a lengthy description. While describing number of reporting officers, if someone writes, "6 Business Officers were reporting to me", that is not the correct way. It must be in a bullet point and the language ought to be "Number of Reporting Business Officers: 06".

Some experienced professionals end up preparing CVs in the multiple of 10s. What is the thought behind this is still debatable, as CV means concise and precise information sharing document that will be meaningful for the position applied. The deluge of applications for a position makes it impossible to pay more than 7-10 seconds on each CV and nobody has time to read long and lengthy sentences [7].

IX. GRAMMATICAL MISTAKES & SPELLING MISTAKES

Many CVs are made with no consideration to grammatical correctness. Such CVs are not being read by the recruiters, as this reflects casual approach of the candidate or ignorance about correct grammar. One has to make CV painstakingly and give a serious thought to each sentence before jotting it. It is better to use short and effective sentences for greater impact on recruiters. Since recruiters glance at CV for 20-40 seconds, it must have some important lines to draw immediate attention for interview selection. An impeccable CV is instantly liked by the sorters.

Many candidates misspell words due to their casual approach towards life and do not pay attention to correctness of each word. A minor spelling mistake can change the meaning of entire sentence and can create an embarrassing situation for the candidate in the interview. Imagine somebody misspells “part” as “fart” in CV and the same is being pointed out by the interviewer. These are big turn offs for the interviewer and exasperate them easily. We must remember that it is substance of information devoid of mistakes that is being preferred by the recruiters. It is advisable to proof read the content of CV and does away with mistakes – grammatical or spellings [7].

X. PHOTOCOPY OF CV

Most of the CVs get rejected as photocopy of original CV is sent to the recruiter. Generally, photocopy is shabby looking due to quality issues of ordinary photo copiers and reflects the casual attitude of candidate. It is this indifference that turns off recruiters. It is always good to take a laser printout from a soft copy and submit it [2].

XI. HEALTH PROBLEMS

Don't ever make the folly of mentioning any health related issues, present or past. It will truncate the chances of getting an interview call from the organization. At times, due to indifferent health, one may have to lose job and sit at home. This may be talked about only at the time of interview. Otherwise, one has to find ways to fill the gap(s), if any, with activities that may include working on own projects or study leave [8].

XII. USE OF SLANGS OR ABBREVIATIONS

Try to avoid resorting to ostentatiously lofty style of expression in CV. Endeavoring to embellish the same with bombastic words may force CV to go to the dust bin. The reason being that HR personnel do the screening of candidates and, if they are not familiar with the abbreviation or an outlandish word, vital information would be skipped and candidature would be rejected without being given a chance to explore further [1].

XIII. FORMATTING

The CV looks impressive in fonts such as Verdana or Times New Roman. Usually 11 or 12 size is in vogue. Try to keep CV as simple and crisp as possible in terms of its appearance. The use of other fonts such as Castellar, Algerain etc. makes it difficult to read the content of CV. Don't attempt any flashy font. Only those applying for advertising jobs or copy right jobs can use glossy papers with flashy fonts to exhibit their creativity before their CVs are being read. The CV ought to be pleasant to the eyes in terms of alignment, paper quality and spacing. It is also important to highlight main points wherever necessary [9].

XIV. GAP IN SERVICES OR ACADEMICS

There is no need to mention gaps, if any, in the services or academics. Let it be discussed at the time of interview only. Sometimes, a citation of gap, even if due to some valid reasons, may end up creating a negative impact on the HR personnel and the application would be rejected on a flimsy ground that the person was off the job for quite some time, without giving him a chance to clear his stand. Nevertheless, if the gap is quite apparent without an explanation in the CV, the interviewer will grind candidate to discover the reason - valid or invalid [2].

XV. USE OF ORGANIZATIONAL LOGOS

Some candidates try to impress recruiters through their CVs by putting the logos of those organizations where they have taken training/ employment in the past. This is undesirable. There is no need to put the logos of those organizations where you have been associated in the past in any form. This is unethical way of promoting candidature and no organization would like its logo to be used by anybody. It makes the CV less professional and creates an undesirable image about the candidate [10].

XVI. STANDARD SINGLE FORMAT

Every job description demands unique personality traits, experience, activities etc. It is for you to understand the job as well as company profile to incorporate those features that will allow your CV to stand tall among hundreds of other CVs. Just one standard format would not fetch you any great results. You have to learn to make tailor made CVs to ensure big success. It is important that CV must have some suitable keywords for automatic screening. Always those plus points are included in CV that will instantly draw the attention of employers and that are being sought after by them. Thus, customized CV is advisable as job title changes. It is believed that standard work history presentation in a mundane way instantly pushes the CV to the door of elimination. [11].

XVII. CURRENT OR EXPECTED SALARY

There is no need to make a mention of Current Cost to the Company (CTC) and expected CTC. Sometimes the salary is either too high or too low to be considered for the position. In both the cases, there is a strong possibility of losing an opportunity to get a chance for personal interaction with the employers. At times, organizations accommodate good candidates by making subtle changes in policies or taking proper approval from the highest authorities. But, it is imperative to appear for the interview and impress recruiters with profound depth of knowledge [12].

XVII. REFERENCES

It is of no use to give references in the CV to the organization where you have applied for. Generally, an idea behind references is to apprise the prospective recruiter that high ranking professionals or bureaucrats are ready to vouch for his candidature. Follow one golden rule: keep references ready and furnish them when asked by the recruiter. In case, employers intend to speak to references, then they would ask. Even there is no need to make a mention of “references on request”. It is a sheer wastage of space in the CV, which should be very crisp and clear to the prospective recruiters [13].

XVIII. CONCLUSION

CV making is an art and a passport to reach out to any job anywhere across globe. A well carved out CV is a key to unlock the doors of renowned organizations for you. Good CVs also help potential recruiters to call right candidates. The candidates have to take care of few things to avoid rejection of application. One has to follow basic rules while making it and enhance one’s chances to get an interview call. Keep CV simple, plain and pithy with absolute honesty. Perhaps this is one of the ways to float a winning CV among the prospective recruiters.

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