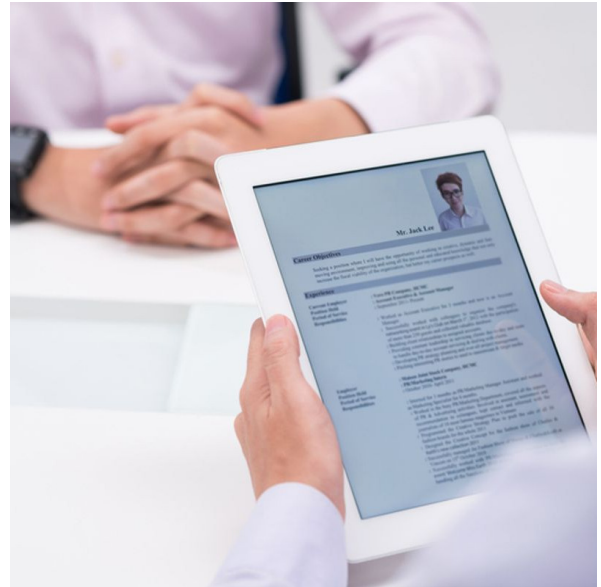# UNUSUAL CV MISTAKES

Scan to review worksheet

Expemo code:
18TA-S38B-U1P3

1 Warm-up

What mistakes on a CV do you think might stop someone from getting a job?

2 Keywords

Match the following words with their correct definitions.

1.	a recruiter	a.	a business that provides services for companies and people
2.	an employer	b.	a company or a person that looks for people to employ
3.	a candidate	c.	a company or a person that pays somebody to work for them
4.	an agency	d.	a fixed amount of money that a person earns every month or year
5.	a buzzword	e.	a person that is competing for a job
6.	a salary	f.	a set of questions that are asked to get information
7.	a survey	g.	a word that has become very popular in a particular subject area

3 Reading

You are going to read an article about the unusual mistakes that people make on their CVs. Match the headings to the paragraphs in the article on the next page.

Non-editable formats	Salary details	Ridiculous email address	Too many keywords
Bad file names	Not doing your research	Statements that you can't prove	

THE INDEPENDENT

The 7 unusual CV mistakes that can cost you the job

Adapted from the Independent

1. It's common knowledge that you can lose a job even before the interview if you have too many spelling mistakes on a CV. But now, recruiters have reported the biggest mistakes that might stop you from getting that job.

2. An employer has to form a first impression of you so your CV is very important. Just one mistake can seriously damage your chances of getting a job interview, say StandOut CV, a UK CV writing service.

3. After doing a survey with over 50 different recruiters across the UK, the agency said that candidates with badly named files or those who include their current pay and salary requirements on their CV are less likely to be selected for interviews.

4. Andrew Fennel, director at StandOutCV, said that candidates should think about what employers want to see on a CV and also how this information should be presented.

5. Here are the seven unusual mistakes:

   _____ 1

6. Candidates try to "beat the system" by using as many buzzwords as possible in their CVs. But the survey said that this is a bad idea.

7. Recruiters advise candidates to write their CVs to impress humans first, and to make sure that they only include keywords once.

   _____ 2

8. Recruiters might need to make quick edits to your CV before sending it to hiring managers. So, if your CV isn't editable, recruiters will need to get in touch with you to obtain another version.

9. This will slow down the process, and other candidates' CVs will reach the people that make the decisions before yours, the survey said.

   _____ 3

10. Make sure your CV file name looks professional as it may be the first thing recruiters and employers see.

11. Saving your CV with a name like "Dave's_first_CV_draft_553.doc" does not make the candidate look very reliable, the survey discovered.

    _____ 4

12. Recruiters advise candidates to stick to the facts like experience and your skills or achievements.

13. Avoid phrases such as "Best salesman in Europe" or "World famous industry expert".

    _____ 5

14. One of the biggest mistakes that a candidate can make with their CV is not finding out what qualities their potential employer is looking for before they write it.

    _____ 6

15. Including your current pay or the salary you want on your CV might hurt your ability to negotiate for the offer you want.

    _____ 7

16. An email address such as "bad-boy-4-life@gmail.com" will make you look "extremely unprofessional". If you have doubts, recruiters advise you to set up a new email address.

Adapted from The Independent 31st March 2016, By Zlata Rodionova

4 **Checking understanding**

Read the text again and put 'T' (True) or 'F' (False) next to each statement below.

1. It's okay to have spelling mistakes on your CV.

2. Job candidates should try to put themselves in their employer's shoes.

3. The agency did a survey with more than 50 people that hire job candidates.

4. Putting a lot of buzzwords in your CV will impress your employer.

5. You should protect your CV by sending it in a non-editable format.

6. You should always set up a new email address when applying for jobs.

5 **Find the words**

Find a word or phrase in the text which means ...

1. something that most people know **(phrase, P.1)**: _____

2. make a mental picture about a person when you meet them for the first time **(phrase, P.2)**:

    _____

3. things that are needed **(noun - plural, P.3)**: _____

4. trusted to behave or work properly **(adjective, P.11)**: _____

5. things that you have completed which are difficult to do **(noun - plural, P.12)**: _____

6. discuss something to reach a formal agreement **(verb, P.15)**: _____

6 **Collocations**

Match the verbs on the left to the words on the right to form phrases from the text.

1. damage   a decision

2. do   a survey

3. stick   the system

4. edit   to the facts

5. beat   your chances

6. make   your CV

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7 Talking point

Discuss any of the questions below.

1. Which do you think is the best piece of advice? Which is the worst piece of advice? Why?

2. Do you have to look at other people's CVs as part of your job? If so, have people made any of these mistakes and did it stop you giving them an interview?

3. Do you think that employers are right not to interview people because of these mistakes? Why/why not?