

## **Top 10 mistakes in a CV and Cover Letter!**

1. Spelling mistakes. Use spell check (default to Aus/English, it's set to USA.) Get someone else to proof read, prior to sending.
2. Cover letter addressed to wrong person! Make sure you address it to the correct person! Double check especial if you are sending out lots of applications.
3. Overly long cover letter. Cover letter should be brief and targeted. Thumb nail, hit their hot buttons. (Separate Doc. when emailing or just paste into email.)
4. Length, six to eight pages, you turn us off. Resume should be 2 to 3 pages long.
5. Not following instructions.
6. Not responding to set criteria.
7. Applying for positions you are obviously not qualified for. Don't be scared to move up, but it has to be a fit to the reader. (Job advertisements are a wish list 75/80% close enough.)
8. Outdated information. Your resume should work back from current to last ten years. (Current more information, 9/10 years ago less, but tailor and target to their needs!)
9. Inappropriate referees. Pick referees that will say good things about you and promote you. Ask permission to use them, let them know what you're going for. (Keep them in the loop, why you want it and be good for it. That way they become super sales people for you.)
10. Using an inappropriate email address.

Good luck in your next interview, James E Lynch