



## The Do's and Don'ts

Okay, this is where we make sure you put your best foot forward by talking about everything NOT TO DO and making sure that you understand all the MUST DO'S! Take notes! This is where you can rocket ahead of the competition just by knowing what's right and what's wrong.

- Never write in the 3rd person
- Grammar and spelling – proof read a hard copy
- NO photos
- NO buzzwords
- No acronyms
- No Blah Blah Blah
- No DOB
- Don't make your title up i.e. MD etc.
- Have good solid reason for leaving a job and tell them
- Not War and Peace but give details
- B mindful of your social media profile - employers will check FB etc.
- Don't use a copy writer - it's obvious and makes you look weak and lazy
- Don't leave out short term job, everyone makes mistakes
- Never lie - it will come back to haunt you
- No politics, religion