

## Writing a CV: What information to leave out and why

Pulling together a CV can be a time consuming and confusing task. First of all you have to decide what CV layout works best for you. Then you have to write the information that needs to go into the CV. Next is the need to ensure that your CV is within the required word limit or space allowances... then you have to think about tailoring it to the job you're applying for or the industry you want to work in. It can at times be a painful document to create.

The relief felt by many when they have created their CV however normally outweighs the pain and frustration caused by writing the document in the first place. A real sense of satisfaction comes from finalising your CV, locating companies to send your CV out to, and finally distributing the document. Once you've got to this stage, once you have the document 'ready to send', don't forget to do one final check...is there anything included in the CV that you might want to leave out?

Max Eggert states that, "As the CV will form the basis of the interview, and negative information at interview always attracts more supplementary and probing questions, your CV should contain only that which is positive about you." So, let's have a look at some of the information that you might want to remove or leave out of your CV. You need to be ready to answer or respond to questions on any subject matter during your interview, and you must never lie on your CV, but when creating a CV you should try to remember the maxim 'Yours to know and theirs to find out'. Remember too that all people are biased, even when they truly don't mean to be. So try to avoid including any information that you feel may give rise to any sort of bias, unless there is a real need for it to be included on your CV.

Listed below are some items of information that you might want to consider omitting from your CV:

- Any exams that you have failed
- Poor health
- Any junior jobs you have held if they aren't related to the industry you're currently applying to
- Negative reasons for leaving employment
- Ages of any children you have
- Your marital status
- Prison sentences or criminal records
- Past trade union status
- Dangerous or any unusual hobbies or interests that could be viewed as negative
- Your nationality (sometimes employers see the need to secure a work permit as an additional hassle that they could do without)
- Your political affiliations or viewpoints
- Your religious or spiritual beliefs

- Your place of birth
- Any qualifications or training that you've undertaken that isn't in any way related to the job or industry for which you are applying
- Your current salary and benefits
- Your desired salary and benefits
- A photograph of yourself
- Actual references (simply state that references can be made available if required).