

7 CV Fixes That Lead to

More Interview Invitations

■ 1. Your professional summary is tailored to the role

A generic summary won't cut it. Your opening paragraph should clearly connect your experience to this specific position and company.

■ 2. Your skills match the job requirements

Compare your skills section against the job posting. Are the key required skills clearly visible? Are they ordered by relevance to this role?

■ 3. Your achievements are quantified with numbers

Recruiters spend 6-8 seconds scanning CVs. Numbers jump off the page. Convert vague statements into measurable results wherever possible.

■ 4. Your CV is formatted for ATS compatibility

Clean layout, standard fonts, no graphics, and proper headings ensure your CV gets through automated screening before reaching human eyes.

■ 5. Your CV is 1-2 pages maximum

Recruiters prefer concise CVs. Entry-level: 1 page. Experienced professionals: 2 pages max. Cut anything that doesn't directly support this application.

■ 6. Contact information is clear and up-to-date

Include your name, phone number, professional email, and LinkedIn URL at the top. Ensure all details are current and professional.

■ 7. You've proofread for typos and errors

Spelling mistakes signal carelessness. Read your CV out loud, use spell-check, and have someone else review it before submitting.

