

21 CV Questions

Name _____ Date _____

- Discuss these questions with your partner or group and agree on your answer.
- Be prepared to justify your choice.

	Question	Write TRUE / FALSE / PERHAPS or circle answer
1.	CV stands for a. Current Vitals b. Curriculum Vitals c. Curriculum Vitae	a. b. or c.
2.	CVs should be computer printed and never handwritten.	
3.	A CV can be used for any application.	
4.	Your CV should be laid out in reverse chronological order (most recent items first).	
5.	A CV should never be more than one side.	
6.	A bright pink CV will attract attention and improve your chances.	
7.	CVs should always be accompanied by a covering letter.	
8.	You should only include the most important and relevant information about yourself on your CV.	
9.	You should compose a different CV for each application.	
10.	You should only include education at secondary-school level or above in the Education section.	
11.	You should give the complete name, address and postcode of your school, and employers.	
12.	Your CV should include a personal profile/statement or objective.	
13.	It is best to leave out any information (such as age or poor exam results) which could prejudice an employer against you.	
14.	There are some 'action focussed' words which will make a good impression on employers.	
15.	Employers do not need to know your age, sex or marital status.	
16.	You should avoid putting anything about your political or religious beliefs on a CV.	
17.	You cannot include any exams that you haven't got the results for.	
18.	You should always include a section on hobbies in your CV.	
19.	Putting a photo on your CV will help improve your chances of getting the job.	
20.	Always put your references on your CV.	
21.	You don't have to put your contact details on your CV.	

21 CV Questions - answers

	Question	The answers
1.	CV stands for a. Current Vitals b. Curriculum Vitals c. Curriculum Vitae	c. From the Latin literally: 'the course of one's life'.
2.	CVs should be computer printed and never handwritten.	TRUE
3.	A CV can be used for any application.	FALSE Do not use a CV if the employer specifies that candidates should complete an application form. Do not even attach the CV to the application form - nothing is more annoying to employers than a form with nothing written on it except "SEE CV".
4.	Your CV should be laid out in reverse chronological order (most recent items first).	TRUE IF you are going to use a chronological CV. But would a skills-based CV work better for you?
5.	A CV should never be more than one side.	FALSE One side is fine if you can manage it, but it is better to have two sides of well-laid-out, easy-to-read information.
6.	A bright pink CV will attract attention and improve your chances.	FALSE Yes, it may attract attention but it will not necessarily help you to be considered for interview!
7.	CVs should always be accompanied by a covering letter.	TRUE The covering letter will stress points on the CV relevant to the job.
8.	You should only include the most important and relevant information about yourself on your CV.	FALSE Although such information should certainly be emphasised, it is important not to leave any gaps in your career history or to give the impression that you have no work experience whatsoever.
9.	You should compose a different CV for each application.	TRUE This may not always be possible but always try and relate it to the application.
10.	You should only include education at secondary-school level or above in the Education section.	TRUE Education up to age 11 is not normally expected on a CV.
11.	You should give the complete name, address and postcode of your school, and employers.	FALSE This overloads them with unnecessary information. Argos, Didcot NOT Argos Extra 30 Orchard Street Orchard Centre Didcot Oxfordshire OX11 7LL
12	Your CV should include a personal profile/statement or objective.	PERHAPS This can be useful, but needs to be informative, factual and focused on the job in question.

21 CV Questions - answers

13	It is best to leave out any information (such as age or poor exam results) which could prejudice an employer against you.	PERHAPS This is possible, but may not always be successful. Age discrimination is now illegal in the UK and you no longer need to put your age or date of birth on your CV
14.	There are some buzz-words which will make a good impression on employers.	TRUE Which of the following paragraphs makes the better impression? As a sales assistant, I had to serve customers, handle cash, and maintain stock levels. OR As a sales assistant, I was responsible for advising customers, problem-solving, and organising and maintaining stock levels. This involved handling large amounts of cash and ensuring that a correct balance was achieved.
15.	Employers do not need to know your age, sex or marital status.	TRUE Although the first two at least can normally be guessed at. If your name is ambiguous, or likely to be unfamiliar to an employer, it is helpful (but not obligatory) to indicate whether you are Mr or Ms - this saves them having to address letters in a rather clumsy format such as: "Dear Lee Smith."
16.	You should avoid putting anything about your political or religious beliefs on a CV.	TRUE If these are mentioned out of any context that relates to the job.
17.	You cannot include any exams that you haven't got the results for.	FALSE You can list any exams that you are waiting the results for.
18.	You should always include a section on hobbies in your CV.	FALSE It is not the hobbies which make your CV successful but rather the way you present all the relevant aspects of your achievement and experience.
19.	Putting a photo on your CV will help improve your chances.	FALSE Convention and common sense says leave this off. Obviously be smart and well presented for the interview.
20.	Put your references on your CV.	FALSE You may need to give references at an appropriate time in the recruitment cycle, but never on your CV.
21.	You don't have to put your contact details on your CV	FALSE You must put all your contact details on both your CV and covering letter.