

# Examples of good and bad CVs

## Bad CV example 1

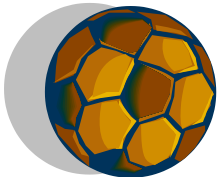
### Curriculum Vitae

Name: Jonesy (Steve)

Address  
99 Long Road  
Chesterfield  
England  
CH68 1PP

Telephone: 0111 333 555  
Date of Birth: 26 August 1994

Hobbies: Five a side football, GOLF and Guitar.



#### **WORK EXPERIANCE:**

2011-2013

Paper boy

Delliver newspapers



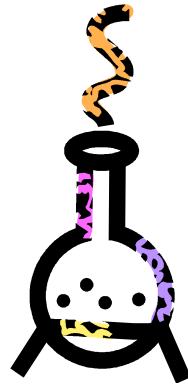
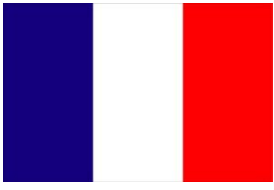
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#### **EDUCATION:::**

**2007-2013**

**SECONDARY SCHOOL**

England, Maths, French, History, French, Sciences, IT, Music, Design etc.



# Good CV example 1

## Steven Jones

99 Long Road  
Chesterfield  
England  
CH68 1PP

Tel: 0111 333 555  
E: steven.jones@gaggle.co.uk

**An excellent communicator with experience in a customer service role. Proven to work well as part of a team as well as on individual assignments. Looking to expand on these skills via a customer facing role in the retail sector.**

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### Work experience

*June 2011 – Present*

**Paper delivery assistant:** Smith Newsagents, Chesterfield

- Bi-weekly newspaper delivery round
- Liaised with senior staff to ensure route efficiency for deliveries
- Regular face to face contact with customers
- Completed daily log of enquiries so that order information could be updated
- Updated customer details database to improve information quality

*April 2012*

**Work experience placement:** Topman, Chesterfield

- Two week work experience placement, involving customer contact and care of stock
  - Greeted customers and assisted with face to face enquiries regarding sizing and availability of products
  - Served customers, operating the till and handling money and card payments
  - Worked with permanent members of staff on the monthly stock check, with sole responsibility for the accurate log of men's footwear.
  - Assisted with the general upkeep and appearance of the store
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### Education

*September 2008 – Present*

**Chesterfield Comprehensive Secondary School & Sixth Form**

A-Levels: *Grades pending, August 2014*

- Business Studies, English, Maths, General Studies

GCSE's: August 2012

- English (B), English Language (C), Maths (C), Science - double award (BB), Information Technology (A), Business Studies (A), History (C), French (B), Music (C), Graphic Design (C)

### **Key skills & achievements**

- Microsoft Word, Powerpoint, Excel and Outlook
- Captain of Riverside under-18's five-a-side football team – including organising weekly team games and mentoring junior members of the team
- Achieved Grade 5 in electric guitar
- French – basic conversational

### **Interests**

I enjoy football and as well as captaining my local five-a-side team I am a member of the School Sixth Form football team and Sheffield United supporters club. I have a keen interest in music, and as well as playing guitar I regularly attend local concerts. I am also a member of the school music society and have participated in a number of school performances.

### **References**

*Available on request*

## Bad CV example 2

*At At N N At At M Q J J S*

*Dancing has been my passion for a long time, I recently achieved my grade 7 in ballet and have previously gained grade 6 in tap dancing. I enjoy dancing because it helps me get fit and allows me to hang around with my friends. I also like wearing the pretty costumes when we put on a performance. I also enjoy business administration.*

### *Education*

*2000-2006: Putney Road Primary School*

*Here I learnt how to read and write. I also made a lot of really good friends who I am still in touch with.*

*2006-2011: Putney St. John's School*

*I really enjoyed secondary school, although I didn't always get on with the teachers and in year 8 moved into a different tutor group.*

*I gained my GCSE's here, my favourite subjects were business studies and drama. I got 3 A's, 2 B's and 6 C's. I was pleased with my performance as I didn't always work that hard.*

*2011-2013: South London College*

*I decided to go to College rather than stay on at school in the Sixth Form as this is what most of my friends were doing. College was great as we used to get some free periods and we could sit in the canteen and play cards.*

*I studied a BTEC Level 3 Diploma in Business, at times it was really difficult and I didn't do that well in some of the coursework pieces. I got a Merit in the end though, which I was glad about.*

### *Work experience*

*I don't have much work experience because it's been quite hard to find much. Last summer I worked for six weeks in my mum's friends nursery to help with holiday cover – I had quite a bit of responsibility with some of the office duties but I also really enjoyed it because during the breaks I could play with some of the kids that attended the nursery.*

*The other staff were quite nice to me and I helped them out quite a lot with talking to the parents and helping with enquires as well as updating records and files and things. The nursery is also based round the corner from me so I was always punctual which I think the other staff liked as the previous member of staff there had always been late.*

### *Achievements*

*I got elected to help with the prom at college, which was great as it meant I met my boyfriend as he was also elected to help. The dancing at prom was also really good as they played all my favourite songs and I was one of the best dancers.*

*I got some silly award in year 11 which I have to show you if you like.*

*I also got my grade 7 in ballet and grade 6 in tap (I am less good at tap) when I was still at school. I don't do grades anymore because it was too expensive to take the exams but I still really enjoy dancing.*

### *Interests*

*As mentioned above I really enjoy dancing and am also involved in the college dance society. Ideally I would like to be a dancer but I am also doing business administration as I also enjoy it and think it is important to have something to fall back on. Dancing also doesn't pay that well unless you get a great job going on tour with someone like Beyonce or Lady Gaga. That would be my absolute dream but in the mean time I want an office job so I can save some money to go travelling.*

## Good CV example 2

### Hannah Mills

189 Chobham Gardens  
Putney  
London  
SW19 18ZZ  
Telephone: 0777777722  
Email: hannah.mills@gmailing.com

### Profile

**Administrative support professional** offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

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### Education

#### 2011-2013

SOUTH LONDON COLLEGE: **BTEC Level 3 Diploma in Business:** Merit

#### Relevant Courses:

- Project Management for Executive Assistants
- MS Office for Professional Staff
- Electronic Presentations for Business Professionals
- Keyboarding and Document Formatting
- Communication Skills for Executive Assistants
- Finance for the Non-Financial Manager
- Professional Office Procedures

#### Professional Development:

- Microsoft Office Specialist (MOS), 2007

#### 2006-2011

PUTNEY ST.JOHN SCHOOL: **GCSE's:** 3 A's, 2 B's, 6 C's

#### Relevant Courses:

- Information Technology
  - Business Studies
  - English
  - Maths
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### Key Skills

#### Office Skills:

Office Management  
Records Management  
Database Administration  
50wpm typing speed

Spreadsheets/Reports  
Event Management  
Calendaring

Front-Desk Reception  
Executive Support  
Travel Coordination

#### Computer Skills:

MS Word  
MS Excel  
MS PowerPoint

MS Outlook  
MS Access  
MS Project

MS Publisher  
FileMaker Pro  
Windows

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## **Work Experience**

PUTNEY NURSERY SCHOOL,

**Office Assistant**, Summer 2012

Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the summer assistant to nursery manager. Coordinated travel arrangements, maintained database and ensured the delivery of premium service to parents. Quickly became a trusted assistant known for "can-do" attitude, flexibility and high-quality work.

### Highlights:

- Communicated effectively with multiple colleagues to plan meetings and prepare welcome packages for new parents. Established strong relationships to gain support and effectively achieve results.
- Helped coordinate a number of open-day events (4 events of the summer) that contributed to consistently high enrollment levels.
- Entrusted to manage office in the nursery manager's absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official nursery correspondence.
- Developed innovative PowerPoint presentation used by the nursery manager to market the nursery to potential customers (parents).
- Earned excellent feedback during performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.

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## **Achievements**

- Elected Events Secretary for the South London College Annual Prom – assisted with sourcing a venue, selecting catering and selling tickets for successful event attended by 200 students
- Awarded the Putney St. John School Year 11 Achievement Certificate for punctuality and effort at school
- Achieved Grade 7 in Ballet and Grade 6 in Tap dancing
- Selected in 2010 for the Putney Netball Club under 18's team

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## **Interests**

- Member of the South London College Dance Society
- Regularly play netball for South London College and Putney Netball Club
- Also enjoy going to the cinema, singing and swimming