Good and bad CV examples

Good CV example

A N Other

99 Long Road

Anywhere

AB12 3CD

Tel: 0111 333 555

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Personal statement

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.

Work experience

June 2016 – Present

Paper delivery assistant: Smith Newsagents

- 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 2017

Work experience placement: Topman

- 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 2012 – Present

Anywhere Comprehensive Secondary School and Sixth Form

A-Levels: Grades pending, August 2019

- Business Studies, English, Maths, General Studies

GCSEs: August 2017

- 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 and 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 Leicester City Football Club 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

HANNAH MILLS

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.