

And example of a poor CV

<p>It is obvious that this is a CV so a title doesn't need to be written at the top.</p> <p>Headings for personal details are unnecessary.</p> <p>Details like date of birth and marital status are only necessary if they are relevant to the job.</p> <p>The heading should read Education but the spell check has not picked up the mistake. Read the CV over carefully to make sure the right words are used.</p> <p>There is a large gap here in the employment history which the employer may think shows a lack of commitment or ability in work.</p> <p>Too many fonts and formats are used, making the CV hard to read.</p> <p>Using family members as referees is not recommended and the contact information is incomplete.</p>	<p>CURRICULUM VITAE FOR</p> <p>P R Sport</p> <p>Name: P R Sport</p> <p>Address: 111 Basketball Court My City My County</p> <p>Date of birth: 04/05/85 Marital status: Single</p> <p>A real mover and shaker with lots of energy to burn!</p> <p>Educated</p> <p>1993 – 1997 City Junior School 1997 – 2004 City High School: 8 GCSEs</p> <p><i>Employment/Work Experience</i></p> <p><i>June 2002 – August 2002: Sales Assistant, King Pin Bowling Alley</i> <i>December 2003 – March 2004: Sales Assistant, Big Shot Sporting Goods</i></p> <p>Interests/Achievements</p> <p><i>Socialising with friends and clubbing</i></p> <p>References</p> <p>Mr Sport 111 Basketball Court My City My County</p>	<p>It is not necessary to write the name twice.</p> <p>The personal details here are incomplete because important telephone contact details are missing.</p> <p>This kind of descriptive statement at the start of a CV has been fashionable in the past, but it is best to avoid this kind of creative writing and let the facts of the CV speak for themselves.</p> <p>The reference to junior school is not necessary.</p> <p>The heading Employment/Work Experience should be in bold regular style font so it matches up to the other headings.</p> <p>The interests listed don't provide much information about additional useful skills or abilities which is what employers really want to know.</p> <p>This CV was printed out on bright orange, thick paper. The paper was so out of place with the other CV's that had been sent in on more conventional paper that it looked childish and inappropriate for the job on offer.</p>
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