



BAD CV

Personal details should contain address and a professional email address. The font should also be black and professional.

David Gibbons
07933168158
davewasere@hotmail.com

Personal Profile

David is a hard-working individual who enjoys working. David is excellent at meeting deadlines. He has two years of experience in business and would like to contribute to a business with his excellent skills and psat work experience.

Motivation for the role not clearly defined and none of the capabilities are backed up with evidence. This section should be around 40-70 words.

Double check for spelling mistakes.

Education and Qualifications

1991 – 1992 Collingham Gardens Nursery
1992 – 1996 Stamford Primary School
1999 – 2004 Woodham Academy
2004 – 2006 A-Levels Queen Elizabeth Sixth form College

No need for irrelevant and outdated education.

The entries of this section need to be on chronological order (i.e. most recent first).

Need name and grade of GCSE's.

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

Don't forget: maintain the same structure and format throughout your CV!

October 2006 – June 2009 Newcastle University BSC(Hons) Engineering

Need to mention grade (predicted or obtained) and list year 3 modules and any relevant dissertations or projects.

Add month as well as year.

Employment History

2012 – Present Mechanical Engineer XYZ Engineers

- Worked on computers.

2009 – 2012 Trainee Mechanical Engineer Sportex Ltd

- Sending emails.

2006 – 2009 IT Assistant M&M Electric Vehicles Ltd.

- Worked on computers.

2005 Cleaner K Lacey Ltd.

- Cleaned the warehouse.

2003 – 2005 Housekeeper Plaza Hotel

- Changed the beds.

2002 Packer Packaging Products Ltd.

- Packed boxes.

2000 – 2001 Cleaner TB Group Inc.

- Cleaned Warehouse.

Year – Year – Position Title with Company Name – Brief explanation of role (max 20 words).

For each entry the following is required: name of the company worked in, start and end dates (month/year format), job title and main tasks performed.

Get rid of irrelevant or otherwise insignificant work experience.

Achievements and Interests



Driving my car really fast. I enjoy watching football and playing 5 a side on a Friday night.

References

Mr Evan
Tesco
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.
Tel: 078 4320 3833
E-mail: evan.sanders82@hotmail.com

No Pictures or illustrations.

Do not mention any irrelevant hobbies on your CV that do not add additional value to your application.

The referee's name needs to be mentioned in full.

Include the position that the referee holds in the company.

Do not disclose anyone's private contact details on your CV except with permission.

Make yourself sound interesting showcasing what you enjoy doing and what are your interests.

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Should not go over 2 pages.