

CURRICULUM VITAE – *It is clear that this is a CV therefore this is not required as a title*

Mandy Poor

Address – *do not require this as a title*

23 Any Lane
Canterbury
Kent
AB1 2CD

boozyfloozy@hotmail.co.uk – *not really a suitable email address to portray a professional image*

Personnel Statement - *spelling errors and team working and communication skills are vague, require more unique detail, should highlight unique selling point*

I have good team working and **communication** skills.
I would like job in business

EDUCATION – *education should be in reverse chronological order, also good grades hidden in text*

St. Mungos School, Beford
GCSEs 2002

I have 8 GCSE passes including English grade A and Mathematics grade B

A Levels 2004
History A, Geography B, Psychology B

2004-2007 Univeristy of Kent
BA (Hons) Business Studies

2:1 – *no mention of modules, which would demonstrate skills.*

Work Experience – *this section is split across two pages, also key skills not focused on such as the people skills and customer service – lack of details. Also full address details not required*

June 2006-Sept 2006 Sainsbury's Supermarket
21 Station Road, Margate, Kent
Store Assistant

Involved stocking shelves and operating the tills

2003 – 2004 Bar person, The Plough Inn

INTERESTS – *no people skills highlighted. Also a change in font*

I enjoy all types of fitness and do martial arts and skiing I have a high level of fitness. I also enjoy train spotting, reading and playing computer games.

SKILLS – *inconsistent bullets, capital letters used throughout, spelling errors/typos in that 'commuting' should be 'computing'. Also is French fluent or basic?*

- COMMUTING
- LANGUAGES. I SPEAK FRENCH
- SWIMMING. I HAVE A BRONZE CERTIFICATE

References – *if providing contact details for references should state what their connection is i.e. school teacher, previous employer*

John Smith – 0900 123 456

Mary Jones – 0900 654 321