

Example of a bad CV

What is wrong with this CV?

Curriculum Vitae
Lucy Johnson
Mobile: 07012345678
Email: esprincess@gmail.com
Address: 123 Jordan House
Grove Road
London NW1 2HG

Personal Statement
I have excellent team working skills and communication skills. I enjoy watching films and learn a lot from doing so.

Education
Grange Hill Secondary School
GCSE's 2007
I have 7 GCSE passes
Smithfield Technology College
A Level's 2009
History, Media, Psychology
University of West London
BA (HONS) 2012
Business Studies

Employment History
2006 - 2007
Savers
Worked in the stockroom
2007 - 2009
Argos
Worked as a sales assistant

Hobbies
In my spare time I enjoy going out with my friends and shopping. I also enjoy watching the news and keeping up with current affairs.

References
Peter Jones: 07854123545
Sam Mia: 07885334552

Annotations:

- These are obvious headings.
- This is not a professional email address.
- This font is not very clear.
- The most recent should always be at the top and then you work your way down.
- The start date and end date should be listed including the month.
- This statement does not say anything about the person, their current status, what they are looking for and what their strengths are.
- It is not clear what subjects they passed, they may be relevant to the job.
- The name of employer comes first, then date, position and job role.
- Again, this is not in chronological order of most recent first.
- This is a very poor description of the job role.
- Everyone likes to spend time with their friends, an employer does not need to know this. And don't pretend to be interested in something you not.
- It doesn't say who these people are and there are no alternative contact methods.

There is no skills section so the employer doesn't know what their strengths and skills are.