

My Learning Essentials

FINDING A JOB:

CV STRUCTURE AND PRESENTATION – ORIGINAL CV

This document contains an example of a student's CV.

This CV is used throughout the online resource and is also referred to in the cheat sheet downloads.

When reading through this CV think about how would you improve it?

Below are four elements of basic CV presentation that you may want to consider:

- Content
- Formatting
- Language
- Style

Here are some notes we made on Alex's CV:

Alex's CV has a number of areas for improvement, both in the structure and the presentation.

The personal details section includes too much information, and takes up a lot of space unnecessarily; all she really needs to include here is one (professional looking!) email address.

There are a number of examples of inconsistencies in formatting, for example her headings use different forms of emphasis (some bold, some all upper case etc). Alignment is poor throughout, and the overall impression of the document is sloppy.

Alex has missed great opportunities in several sections to provide evidence and examples of skills she has developed in her various roles.



Curriculum Vitae

Name: Alex Jones

Address: 12 Buttercup Lane, Hove, Brighton, BL9 2PX
Mobile: 078145239999

Email: alex.jones69@student.manchester.ac.uk

fluffybunny97@gmail.com

Date of Birth: 27.2.91

Marital Status: Single

Sex: Female

Nationality : British

EDUCATION

Sept 2011- now: Manchester University, Geography Degree

2004-2011: Brighton High School

- 3 A2 LEVELS A-B (History, Business Studies, Geography)
- 10 GCSE'S: Maths A, Eng Lit B, Eng Lang A, Sci (Dual Award) AA, History B, Art B, Music B, French A, Geography A*

Work Experience

July - August 2012 M&S, Sales Assistant

- Selling Lingerie and nightwear
- Provided good customer service
- Ensured stock was well presented

July – September 2011 Twistdale Forest Park, North Yorkshire, Volunteer, Regeneration Project

- Worked on path repairs and building new steps and putting in fencing to protect key area of the nature reserve.
- Helped to undertake an ecological survey
- Shadowed Park Rangers

July – September 2010 Pizza Hut

- Serving customers food and drink
- I had to keep calm under pressure and work in an organized fashion.

Comment [KB1]: Do not use this heading; it's obvious this is a CV. Also you should use a more professional-looking font.

Comment [KB2]: To save space, consider formatting the address and email sections into two columns.

Comment [KB3]: You only need to include one email address (and make sure it's a professional-looking one)

Comment [KB4]: Date of birth, marital status, sex and nationality are not required on a CV unless specified, and this information is wasting valuable space.

Comment [KB5]: Pick one form of emphasis, bold, capitals or underline not all of them. Use it consistently throughout your CV.

Comment [KB6]: Put year of expected graduation.

Comment [KB7]: Only use official names for organisations; this should read "The University of Manchester" You should also put the full title of the degree/qualification. Depending on the role, more detail about your degree, modules and projects would be useful.

Comment [KB8]: Don't use abbreviations in your CV. Also it's not necessary to include all of your GCSEs; a summary would be enough, eg 10 GCSEs A*-B.

Comment [KB9]: Think about what you are applying for and which of your previous positions are most relevant. For example, if you are applying for environmental work you might want to have a "relevant experience" section for your Twistdale work

Comment [KB10]: Don't use abbreviations, especially for company names and organisations.

Comment [KB11]: This section provides insufficient detail. What skills were used in this role?

Comment [KB12]: This isn't aligned with the entry above. Try using invisible tables to help align your CV consistently.

Comment [KB13]: You need to check for repetition, grammar and punctuation errors. These mistakes won't be picked up by your spell checker!

Comment [KB14]: Be sure to use consistent formatting; all of the other employer names are in bold so this one should be, too.

Comment [KB15]: "Kept calm under pressure" would be more consistent with the rest of the CV; first person isn't used anywhere else.

Comment [KB16]: Ensure you use English spellings rather than American ones.

Extra Curricular Activities

October 2012-present PASS Leader

Comment [KB17]: This should include more detail. What does PASS stand for? What is involved with being a PASS leader? What skills have you developed in this role? This could also go under a "positions of responsibility" section.

Sep 2011-present Fundraiser, Breakthrough Cancer Care and Macmillan

- Raising funds door-to-door

Comment [KB18]: This section requires more detail. What skills are involved.

Additional Skills

IT: Microsoft Office

Comment [KB19]: This is not specific enough. Which parts of Microsoft Office are you proficient in? How proficient are you?

Driving License: Full clean

Comment [KB20]: This should read "licence". Check for spelling errors manually; not all errors are picked up by the spell check!

Interests & Activities

- Help photography business
- Enjoy socialising, cooking, swimming
- Member of the University of Manchester's Media Club

Comment [KB21]: More detail is needed for these activities. What did you do? Also, think if each one really adds anything to your CV.

References

Dr Sarah Butterworth

Programme Director

University of Manchester

Manchester, Tel: 0161 256 2000

Sally James

M&S Shop Manager

M&S Brighton

Tel: 07526895431

Comment [KB22]: These references are taking up a lot of space. Using two columns would free up more room, allowing you to expand on other areas of your CV.