

Sample CV before makeover showing suggestions for improvement

Julie doesn't need to include headings and line spaces in this section – doing this takes up valuable word space.

Curriculum Vitae

Putting the heading *Curriculum Vitae* at the top of your CV takes up valuable space that could be used for your name!

Name: Julie Jones
Address: 32 Smith Street, Birmingham, B1 68AB
Marital status: Married
Nationality: British
DOB: 2nd February 1982
Mobile: 07775 57778
E-mail: julie239@genericemail.com

Julie could leave out her marital status, nationality and date of birth – employers don't need this information to make decisions about your suitability for the job.

Education/qualifications

Secretarial course
Business administration course
GCSEs – 5 GCSEs

Julie could include a little more detail about her qualifications in this section, particularly the administrative and secretarial qualifications that relate to the jobs she's applying for.

<u>Employment</u>	<u>Role</u>	<u>Dates</u>
Johnson's Packaging	Admin assistant	2000 – 2002
Birmingham City Council	Secretary	2002 – 2005
Birmingham royal hospital	Medical Secretary	2005 – 2008

Lots of people put the details of their most recent job at the bottom of the list, like this. However, the most recent role should come first to make it easier for the employer to scan.

Role – I work as a PA to a consultant and my duties include providing secretarial and administrative support to one consultant and a team of more junior doctors, summarising all incoming correspondence into patients' medical records, arranging meetings, diary management, dealing with appointment requests, actioning all GP referrals, liaising with other internal and external hospital departments, audio typing and copy typing of clinic letters and operating lists, clinical coding of all incoming patient correspondence.
Reason for leaving – new challenge.

Julie has listed her job roles separately to the responsibilities – this makes the CV difficult to understand at a glance.

Role – I provided full secretarial support to a manager of a busy education department managed other admin staff.
Reason for leaving – to work closer to home.

Role – my role involved typing letters, answering the phone, organising meetings for managers, day-to-day running of the office, first aider responsibilities.
Took on extra responsibility and promoted to secretary/PA to general manager. Organised international travel arrangements, managed new admin assistant.
Reason for leaving – company sold as partners were retiring.

Julie was promoted in this job, but this achievement is hidden away towards the end of the CV. She could make a lot more of this further up!

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Personality

Intelligent
Hard working
Common sense
Conscientious

It's great that the personality section mentions Julie's key attributes, but she could expand on each one to make it clear how they are useful in a work environment.

Interests

Brownies and Guides
Swimming and general keep fit.

Again, Julie could include a little more detail here. What is her role at Brownies and Guides? If it involves leadership skills then these could be highlighted.