

Sample CV showing improvements suggested by a Careers Coach

Julie Jones

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Removing subheadings such as 'name' and 'address' has made the CV clearer and created extra space for the other sections. Julie's name is also in bold, which makes it stand out.

Adding a personal profile section at the start of the CV draws attention to Julie's strengths early on, and makes it clear how her skills are useful in the workplace.

Profile

An enthusiastic, hardworking, conscientious employee who works well both as part of a team or by herself. Excellent telephone and face-to-face communication skills, a good timekeeper, reliable and honest.

Achievements

- Promoted to the role of PA to the General Manager whilst at Johnson's Packaging
- Completed the girlguiding UK Adult Leadership scheme to become a Guide Leader
- Completed the Birmingham half Marathon

Julie has created an achievements section. This section can be used to highlight work-related achievements and anything you've achieved in your spare time, such as voluntary work.

Experience

Birmingham Royal Hospital Medical Secretary 2005 – present

- Providing secretarial and administrative support to a consultant and a team of 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

Bullet points replace the blocks of text and make the CV easier to read.

Birmingham City Council Secretary 2002 – 2005

- Provided secretarial support to a manager of busy education department
- Drafted and typed letters and other documents
- Updated records using computer database and spreadsheet software
- Administered all incoming and outgoing post
- Ensured all filing systems were up to date

Describing key responsibilities under the job title makes the CV easy to scan.

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Johnson's Packaging

PA/Administrative Assistant

2001 – 2002

- Took on extra responsibility and promoted to secretary/PA to general manager
- Supervised administrative staff and delegated tasks
- Audio typing and copy typing of documents
- Managed general manager's diary
- Organised international travel arrangements

Moving the Qualifications section to below the Experience section has changed the emphasis of Julie's CV, drawing more attention to the professional experience she has gained.

Qualifications

First Aid at work qualification

Adult Centre

1999 – 2001

- NVQ levels 1 – 4 in Business and Administration

Julie has provided more detail about her qualifications that are relevant to the job she's applying for.

Birmingham College of Further Education

1999

- CLAIT

Brunswick County Secondary School

1993 – 1998

- 5 GCSEs grade A – C

Interests

Girl Guides – Assistant Leader assisting in the running of a local Girl Guides' group

Sports – swimming, running and general keep fit

References

- Available on request