

An example of a good CV

<p>Education can be listed as the first or second heading on the CV, based on how important education and qualifications are to the job.</p> <p>The spacing is neat and tidy.</p> <p>The information on the CV is well-organised and written in chronological order with the most recent experiences listed first and then going back in time.</p> <p>The references do not need to be listed but the employer can see that they can be provided if necessary.</p>	<p style="text-align: center;">G D Sport 222 Basketball Court My City My County MY11 1BB Telephone: 01111 xxx xxx Mobile: 07777 xxx xxx e-mail: gdsport@bbc.co.uk</p> <p>Education</p> <p>1997 – 2004 City High School: 10 GCSEs</p> <p>Employment/Work Experience</p> <p>August 2004 – to date Assistant Manager, Big Shot Sporting Goods Worked as a sales assistant, managed the staff rota and organised special promotional events</p> <p>May 2004 – August 2004 Took a leave of absence to train and compete in a basketball competition in America</p> <p>July 2003 – May 2004 Sales Assistant, Big Shot Sporting Goods Assisted customers with purchases, operated the till and set up retail displays.</p> <p>June 2002 – June 2003 Sales Assistant, King Pin Bowling Alley Assisted customers with shoe hire, organised lane bookings and made arrangements for parties.</p> <p>Interests/Achievements</p> <p>I play competitive basketball and enjoy bowling and keeping fit. I am currently working towards the Duke of Edinburgh Bronze Award.</p> <p>References</p> <p>Available on request</p>	<p>All the contact details, including phone numbers, are provided, so the employer can get in touch easily.</p> <p>The headings are clear and easy to read.</p> <p>Try to avoid having gaps in the employment history if possible. If there are gaps due to a return to education or a break for travel, list those events as part of the CV and be prepared to discuss them at an interview.</p> <p>This is a chance to show personal qualities that can be of interest to an employer. Include interests that an employer may also value.</p> <p>This CV was printed out on good quality white paper.</p>
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