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## Examples of good and bad CVs

Like any other documents, some CVs are great, some are good, and others are outright dreadful. This article will go through EACH section of the standard UK CV step-by-step and show the good (and the bad!) examples of how to write (or not to write!) a CV.

This article is a little lengthy, but it's well worth the time to read it!

Let's begin...

### [Personal details](#)

#### Bad example:

## Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283

Email: coolguy007@hotmail.co.uk

DoB: 27 February 1985

Nationality: British

Gender: Male

Marital-status: Single

#### Notes:

- **Heading:** Full name in large, bold letters and centred on the page (not Curriculum Vitae or CV as it can be derived from the document itself that it is a CV);
- **Email:** Should be professional (e.g. first and last name);
- No need for 'Address', 'Tel', or 'Email' prefixes (unless it improves presentation);
- **Address:** Should not take up a lot of space, needs to be better presented;
- Nationality, date of birth, gender and marital status are optional information which are best left out unless there is a specific benefit to their inclusion.

#### Good example:

**David Gibbons**

57 Outlands Road, Dingley, LE16 9SJ

**Mob:** 079 3316 8158  
**Email:** David.gibbons@live.co.uk

## Personal Profile Statement

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### **Bad example:**

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

### **Notes:**

- Avoid vague statements that are not specific enough to carry any weight or meaning;
- The Personal Profile needs to be punchy and should outline your personal characteristics as it related to the role you're seeking or applying for;
- All sections of a CV, excluding the personal details, should be appropriately labeled.

### **Good example:**

#### **Personal Profile Statement**

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

## Education and qualifications

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### **Bad example:**

1991 – 1992 Collingham Gardens Nursery  
1992 – 1996 Stamford Primary School  
1996 – 2002 Hall Green Secondary School  
2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A\*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

### **Notes:**

- The entries of this section need to be on chronological order (i.e. most recent first);
- Omit irrelevant and outdated education;

- State grade/qualification achieved;
- Expand on important education (e.g. degree) and list some of the relevant modules;
- Don't forget: maintain the same structure and format throughout your CV!

### Good example:

#### Education and Training

**2009 – 2013    BSc Computer Science (Hons)    Aston University**

- 1st Class Degree with Professional Placement

#### Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human-Computer Interaction (80%)

**2007 – 2009    BTEC National Diploma in IT    Hall Green College**

- Grade Achieved: Triple Distinction\*

**2000 – 2007    Bournville Secondary School**

- 8 GCSEs at grades A\*–C.

#### Employment and Work History

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### Bad example:

2011 – Present    IT Support Assistant    ABC Electronics Ltd.

2008 – 2011    IT Admin    Dana Corporation

2006 – 2008    IT Assistant    M&M Electric Vehicles Ltd.

2005    Cleaner    K Lacey Ltd.

2003 – 2005    Housekeeper    Plaza Hotel

2002    Packer    Packaging Products Ltd.

2000 – 2001    Cleaner    TB Group Inc.

### Notes:

- For each entry the following is required: name of the company worked in, start and end dates (month/year format), job title and main tasks performed;
- Omit irrelevant or otherwise insignificant work experience;
- Do not use many jargon or technical terms many readers will not understand;
- The presentation of the information (i.e. layout) is equally important as the content!!

### Good example:

## Employment history

**Jun 2008 – Present    IT Manager    Maplins**

- Mentoring and training new IT staff;
- Researching, installing and configuring new computer systems;
- Ensuring that all relevant licensing laws are adhered to;
- Keeping up to date with the latest technologies.

**Oct 2003 – Jun 2008    IT Support Officer    Ladypool Warehouse Ltd.**

- Provided extensive IT support to internal and external stakeholders;
- Installed and configured computer hardware operating systems and applications;
- Monitored and maintained computer systems and networks;
- Resolved, diagnosed and solved network problems and relevant software faults.

**Jan 1999 – Sept 2003    IT Admin    West London Council**

- Produced Requirements Documentation (diagrams and workflow);
- Maintained the computer network and information systems.

**1996 – 1999    Various jobs    Retail (sectors)**

## Hobbies and interests

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### **Bad example:**

I enjoy skiing, hiking, playing football, bird-watching and going to Church on Sundays.

### **Notes:**

- Do not mention any irrelevant hobbies on your CV that do not add additional value to your application;
- Do not disclose political or religious affiliations;
- Avoid listing too many hobbies; when will you have time to focus on the job?

### **Good example (when applying for a Business Analyst job):**

#### **Hobbies and Interests**

I enjoy reading non-fiction books, solving puzzles and socialising with friends and family.

## References

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### **Bad example:**

Mr Evan

Tesco

Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.

Tel: 078 4320 3833

E-mail: [evan.sanders82@hotmail.com](mailto:evan.sanders82@hotmail.com)

### Notes:

- The referee's name needs to be mentioned in full;
- Include the position that the referee holds in the company;
- Do not disclose anyone's private contact details on your CV except with permission.

### Good example:

**Mrs Saima Khan**

Sales Manager

Flash Electronics Ltd.

**Address:** 24 St Denys Road, Postling, CT21 3QF

**Tel:** 0109 228 2091

**Email:** [khan.s@flashelectronics.co.uk](mailto:khan.s@flashelectronics.co.uk)

### Spot the difference: Good CV vs. Bad CV

Now that we've gone through all the sections of a CV we can now visually compare the two drastically different versions that we have reviewed:

#### Example of a bad CV:

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## Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283  
DoB: 27 February 1985  
Gender: Male

Email: coolguy007@hotmail.co.uk  
Nationality: British  
Marital-status: Single

### Personal Profile:

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

### Education:

1991 – 1992 Collingham Gardens Nursery  
1992 – 1996 Stamford Primary School  
1996 – 2002 Hall Green Secondary School  
2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A\*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

### Work:

2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.

### Hobbies:

I enjoy skiing, hiking, playing football, bird watching and going to Church on Sundays.

### Reference:

Mr Evan  
Tesco  
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.  
Tel: 078 4320 3833  
E-mail: [evan.sanders82@hotmail.com](mailto:evan.sanders82@hotmail.com)

### Example of a good CV:

## David Gibbons

57 Outlands Road, Dingley, LE16 9SJ

Mobile: 079 3316 8158 E-mail: [David.gibbons@live.co.uk](mailto:David.gibbons@live.co.uk)

### Personal Profile

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

## Education

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**2009 – 2013**      **BSc Computer Science (Hons)**      **Aston University**  
• 1<sup>st</sup> Class Degree with Professional Placement

### Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human-Computer Interaction (80%)

**2007 - 2009**      **BTEC National Diploma in IT**      **Hall Green College**  
• Triple Distinction\*

**2000 – 2007**      **Bournville Secondary School**  
• 8 GCSEs at grades A\*–C.

## Work Experience

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**2008 – Present**      **IT Manager**      **Maplins**  
• Mentoring and training new IT staff;  
• Researching, installing and configuring new computer systems;  
• Ensuring that all relevant licensing laws are adhered to;  
• Keeping up to date with the latest technologies.

**Oct 2003 – Jun 2008**      **IT Support Officer**      **Ladypool Warehouse Ltd.**  
• Provided extensive IT support to internal and external stakeholders;  
• Installed and configured computer hardware operating systems and applications;  
• Monitored and maintained computer systems and networks;  
• Resolved, diagnosed and solved network problems and relevant software faults.

**Jan 1999 – Sept 2003**      **IT Admin**      **West London Council**  
• Produced Requirements Documentation (diagrams and workflow);  
• Maintained the computer network and information systems.

**1996 – 1999**      **Various jobs**      **Retail (sectors)**

## Hobbies and Interests

---

I enjoy reading non-fiction books, solving puzzles and socialising with friends and family.

## Referees

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**Mrs Saima Khan**  
Sales Manager  
Flash Electronics Ltd.  
**Address:** 24 St Denys Road, Postling, CT21 3QF  
**Tel:** 0109 228 2091  
**Email:** [khan.s@flashelectronics.co.uk](mailto:khan.s@flashelectronics.co.uk)

Good CV Example

## Additional CV Writing Tips

If you're still with us, then you fall into the second camp of readers: those that are committed, determined, and dedicated to their success and their careers.

Here is another bonus tip to improve your CV further:

- Check out our [Free CV Templates](#) if you would like to give your CV a fresh look. We have more than a dozen templates that are all free and easily editable.

We hope that these tips have been useful and please don't forget to check out the rest of our website for more tips and advice.

**Good luck!**

Working on your CV? Awesome!

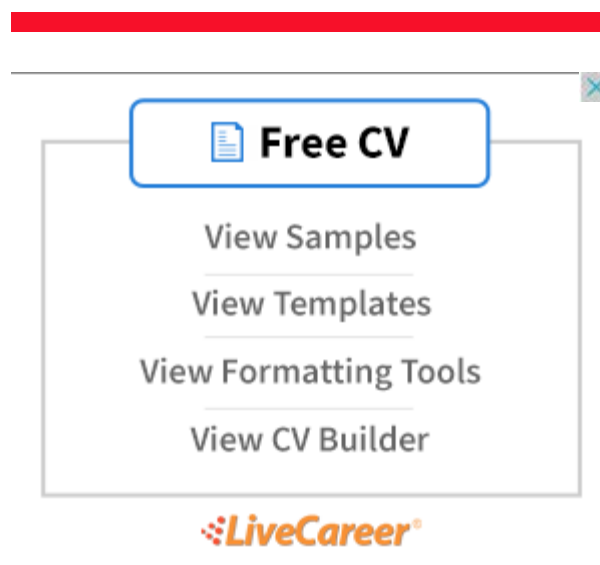
### Recommended resources:

[Top 5: Importance of Writing a Good and Professional CV](#)

[Use of short sentences and bullet points in your CV](#)

[Hobbies and interests on a CV](#)

[Photograph on a CV? Please don't.](#)



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