

EXAMPLE OF BAD CV

Here is an example of a high quality CV, containing mistakes typically made plus tips on how to write them right.

Curriculum Vitae

You don't need the words Curriculum Vitae at the top. It's obvious what the document is.

Address

You don't need an Address title above your address. It's obvious what it is.

16 Linda Lane
Hastings
East Sussex
TN34 1TL

Nationality: British

You don't need to state your nationality if you are British. Nor do you need to write your National Insurance number or place of birth.

Personnel Statement

It should be Personal Statement, not Personnel.

I have a good command of French.
I would like a job as a teacher.

This CV is in chronological order. However, reverse chronological order is best, since the most recent comes first.

EDUCATION

North Hastings School
GCSEs 2008
I have 5 GCSE passes including
French Grade A and History grade B

A Levels 2010

A Levels are pushed together, which hides the good grades.

French A, History B, Spanish B

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French Licence