

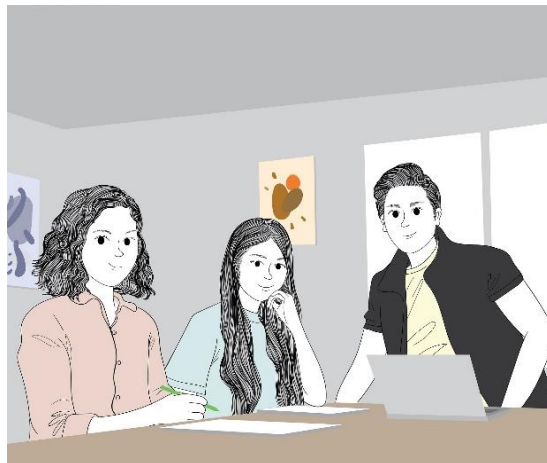
Disability Rights UK CV Toolkit

Compare and contrast the two CVs below

Look at the content of Anna's CV:

- Is the font and lay-out consistent?
- Is the font clear and easy to read?
- Does it have the right headings?
- Is the information relevant?
- Is the information consistent?
- Are there any spelling mistakes?
- Are there any grammar mistakes?
- Any other issues you notice?

What improvements could you suggest for Anna's CV?



Look at the content of Robert's CV:

- Is the font and lay-out consistent?
- Is the font clear and easy to read?
- Does it have the right headings?
- Is the information relevant?
- Is the information consistent?
- Are there any spelling mistakes?
- Are there any grammar mistakes?
- Any other issues you notice?

What improvements could you suggest for Robert's CV?

Anna Smith

MY CV

5, beech Drive

London W1 2ab

TEL: 0123456789

Email: fabulous2u@gmail.co.uk

My Profile

A **real mover and shaker** with loads of great energy to burn.
Brilliant and amazing worker. Fun person!!!

October 2021- present

Fulham Residents Association

Secretary

Here I organised and administered voluntary Tenants Association
Organised meetings, wrote minutes, letters and reports.

June-September 2021

Hodge, Jaspers and partners

Secretary/Clerk

Organised and carried out routine office admin, maintained records and files with incoming mail, prepared routine correspondence

2019-2020

Community College West London

Computer Literacy (CLAIT) Stages I&II

Introduction to Information Technology

2020-2021

Sales assistant WHSMITH

Worked in stock room and Worked as sales assistant dealing with customers

City High School

8 GCSEs including maths and English

A level

- English language
- english Literature
- French

PERSONAL DETAILS:

Date of birth: 29 may 1999

Interests: going shopping, gym, clubbing and reading

Car owner with full clean driving licence

Good IT Skill

Robert Jones

Email: Robert@gmail.com, Phone: 0123 456789, London

PERSONAL PROFILE

A well organised, reliable and polite individual with experience in customer service and administration. Hardworking, conscientious and with a sense of humour. Able to work on own initiative and as a supportive team member.

WORK EXPERIENCE

2021- present,

Retail Assistant, The Big Company, London

- Responsible for serving customers, working on the till system, stocking shelves, taking deliveries and general cleaning duties.
- Duties include working quickly and as part of a team to ensure customer waiting times are kept to a minimum.

2018- 2021

Customer Service Assistant, The Bicycle Museum, Reading

- As front- of -house I was the first point of call for all visitors to the museum.
- I was responsible for advising customers on different exhibitions, selling tickets and promoting new events. This was a busy role with a strong focus on customer service and I was awarded the Gold award at the end of the season in recognition of the positive customer comments that had been received about me.

2016- 2020

Store Assistant, Active Sport, London

- Serving customers face to face and operating the tills.
- Processing customer orders over the phone and replenishing stock.
- Dealing with customer's queries and general store maintenance duties.

EDUCATION

2013- 2015 Barnet College

A Levels: English, Maths, History, General Studies

2008- 2013 Manor High School, Barnet

GCSE's: Math (C), English Language (A), History (B) Technology (C) English Literature (B) French (C), Geography (B)

IT SKILLS

- Confident on Microsoft packages
- Experience with social media

INTERESTS AND HOBBIES

- Active campaigner for the environment
- Enjoy playing football and keeping fit

References available on request