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Personal Information;

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UB8 3EW

Mobile Tel: 07965237890
Home Tel: 020 8988 8888
Email: crazylemonboy@hotmail.co.uk
D.O.B: 02/08/1987

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Qualifications;

11 GCSE's, including a B in maths
2 A-levels, including a C in maths
Diploma in Financial Computing
Degree in Computer Science

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Current Posts and responsibilities;

Part time counter service

- Taking customer orders
- Independent thinking and taking orders from bosses

Sales

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- Time management
- Organisation of work
- Constant re-evaluation of working knowledge
- Ability to convey information in a logical and concise manner

Maths background;

- Solving equations for 6 years
- Involved in the creation of some formulae
- Good with Pythagoras Theorem
- Able to use calculator
- Experience with computer

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About me;

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Outside of maths, I have a keen interest in sport and fitness, playing multiple sports such as football, badminton, tennis, golf, and dedicating myself to achieving a high level of ability in each. I also like playing computer games especially Medal of Honour, World of Warcraft and have achieved many Xbox gaming points. I am an outgoing introvert with an independent thinking that follow orders. I am a quick learner and good at everything I do. With a cool personality, you should not miss out on this opportunity to hire me.

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The Problems

1. All subsections should have a consistent alignment. We recommend alignment to the left.
2. A very basic mistake to make is to have a CV without your name.
3. A photo is not necessary unless the job ad requested it. If so, keep the photo professional as in passport photos.
4. Use a sensible email name. "crazylemonboy" is likely to create a negative impression with the potential employer.
5. When listing your qualifications, ensure that you include the timeline and also the education institution where you studied for these qualifications.
6. Once again, there should be a timeline. Provide specific examples when possible and include more details. "Taking customer orders" does not necessarily mean anything to the employer.
7. Whilst it is good to show off your skills here, you need to think about how these skills will enable you to perform the relevant job role that you are applying for.
8. "About me" should be named "Personal Statement". Tell the employer why they should hire you. Listing something like playing video games, watching TV or going out drinking with mates shows you are not using your time constructively. Also keep the wording professional!
9. You should keep the font consistent throughout the whole CV. We recommend Arial size 12. In addition, keep the CV black and white. No colours, funky designs or word arts!