

CV Critique Activity – Example CVs

Example CV A – Alex Morgan

Alex Morgan

Swansea | 07XXX XXXXXX | alexmorgan@email.com

Professional Profile

Motivated and reliable Business student with experience in customer service and teamwork. Confident communicating with customers, solving problems and working in busy environments. Looking to develop my skills through a business or customer service role.

Education

CerTHE Business Skills – UWTSD | 2026–Present

Developing knowledge of business, communication, employability and professional development.

Work Experience

Customer Assistant – Local Supermarket | 2024–Present

- Provide friendly and professional customer service.
- Work effectively with colleagues during busy periods.
- Handle customer queries and help resolve problems.
- Regularly trusted to support new members of staff.

Key Skills

- Customer service
- Communication
- Teamwork
- Problem-solving
- Time management
- Microsoft Office

Achievements

- Received positive feedback from managers for reliability.
- Helped train two new members of staff.
- Maintained excellent attendance throughout employment.

Example CV B – Jamie Jones

Jamie Jones

About Me

I am looking for a job and think I would be good at lots of different things. I am hardworking and like working with people.

Education

College – Business Course

School – GCSEs

Experience

Shop Worker

- Worked in a shop.
- Helped customers.
- Used the till.
- Did different jobs when needed.

Skills

- Good communication
- Hardworking
- Team player
- Good with computers

Interests

Football, gaming, socialising and watching TV.

Student task: Compare the CVs for clarity, relevance, evidence, structure and professionalism. Identify strengths and suggest improvements.