

**Example of a Strong CV
without dates**

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Clear bold heading, personal details sit underneath like a letterhead and save space.

Eye-catching candidate summary, based on what the employer wants, grabs the reader's attention.

An experienced caterer with excellent customer service skills

Skills and experience support the candidate summary, are relevant to the needs of the employer and are listed in order of importance.

SKILLS AND EXPERIENCE

- Over 2 years' catering experience
- Preparing and cooking meals according to set recipes
- Taking food orders and waiting on tables
- Carrying out stock counts, cash-handling and checking deliveries
- Keeping all equipment and work areas clean and tidy

Uses facts and figures to impress the reader.

Sounds better than 'Work Experience'.

Length of time in jobs highlights experience and hides any gaps.

CAREER HISTORY

18 mths **TEAM MEMBER / ACTING SUPERVISOR**

CI Catering, Peterborough

- Supervising 2 fast-food units at Fengate Food Court
- Cooking meals in line with recipe cards
- Operating the till, managing floats, cashing up and banking takings
- Carrying out stock counts and signing/checking in deliveries

6 mths **CATERING ASSISTANT**

OK Cafe, Westwood

- Member of a small team serving up to 40 customers at a time
- Preparing a range of meals and drinks
- Taking food orders and waiting on tables
- Cleaning both dining area and kitchen, including tables, floors and work surfaces

4 mths **BAR STAFF**

The Three Lions Pub, Garton End

- Serving drinks and snacks to customers
- Taking payments and using the till
- Clearing tables and operating the dishwasher

Bullet points in order of importance for every section.

EDUCATION AND TRAINING

- **Food Hygiene Certificate**
Peterborough College
- **7 GCSEs including Home Economics, English and Maths**
River School, Peterborough

Subjects shown in bold, with place of learning underneath in plain text.

INTERESTS

- Cooking large celebration meals for family and friends

Interests can be used to show relevant skills and experience from other activities outside of employment.

References available on request

This phrase saves space and allows you to decide which referees would be best once you have got to know the employer better, i.e. after interview.

Clear headings help the reader to quickly find what they are looking for.