YOUR FULL CV REVIEW

Overall assessment

Your progression from warehouse operative to operations manager is a strong foundation for warehouse and distribution management applications. The CV makes that progression clear, but the generic profile, long skills list and duty-heavy employment history make it harder to see the scale of your responsibilities and the difference you have made. Focus on a sharper opening, fewer more relevant skills and concise role descriptions supported by results you can verify.

> **Note:** I have assumed you are targeting warehouse or distribution management roles, as no specific vacancy is stated.

TOP PRIORITIES

1. **Replace the generic, third-person profile with a brief overview of your warehouse management experience.**
2. **Reduce the Key Skills section to up to 10 specific, relevant skills.**
3. **Consolidate employment bullets into short role descriptions and add verified results where possible.**
4. **Use Warrington instead of the full postal address, and review the date of birth, hobbies, references and expired credentials for relevance.**

1. Structure and readability

Your CV should be easy to read, with plenty of white space and short, simple paragraphs. There is no strict rule on CV length, but it should be as concise as possible while still providing all relevant information. Use a clean and professional layout to ensure the document is easy to skim, as recruiters often spend only a few seconds on an initial review.

The main sections are already in a useful order, and your employment history starts with your current role. The 15-item skills list and 16 consecutive bullets under Operations Manager are the main opportunities to simplify the presentation. Make each job title, employer and date range easy to distinguish, and use the same date style throughout.

There is no need to include your full address on your CV. Providing only your town or city is sufficient. Including your full address can inadvertently lead to bias based on your location. Simplifying this to just your city helps keep the focus on your professional skills and experience.

Consider removing your date of birth as well; it does not help explain your suitability for these roles.

2. Professional summary — lead with your experience

The current profile emphasises qualities such as reliability and enthusiasm but does not quickly tell a recruiter that you manage warehouse operations. Replace it with a short overview of your progression and the operational responsibilities shown elsewhere in the CV.

Avoid writing your CV in the third person. Use the first person without using personal pronouns (e.g., 'Increased sales by 15%' rather than 'I increased sales by 15%'). This makes your CV feel more personal and engaging.

BEFORE

Daniel is a hardworking, enthusiastic and reliable individual who works well both independently and as part of a team.

BETTER

Suggested Professional Summary

Operations Manager with experience across warehouse, distribution and parcel environments, progressing from operative and team leader roles into warehouse management. Experienced in staff supervision, rota planning, stock control, health and safety, customer and supplier liaison, reporting and support for transport operations.

3. Key Skills — make the list more specific

You have included too many key skills, try limiting it to your top 10 skills that are relevant to the role you're applying for. Listing too many skills devalues your core skills.

Try not to include generic skills such as 'team player' or 'good communication skills' as they are overused and found on most CVs. Focus more on hard skills where possible

Keep the skills you can demonstrate through your employment history, and adjust their order to match the role you are applying for. A complete replacement list based on the CV would be:

- Warehouse operations management
- Warehouse team supervision
- Staff rota and leave planning
- Stock control and stock checks
- Order fulfilment and dispatch
- Warehouse health and safety procedures
- New-starter training
- Customer and supplier liaison
- Operational reporting and Excel
- Budget monitoring

4. Employment history — prioritise scope and contributions

Bullet points should be used to highlight key points or achievements, use bullets sparingly and use more short simple paragraphs.

Your move from operative to team leader, supervisor and manager is compelling. Retain the reverse-chronological order, but give each role a brief description of its setting and scope, followed by the most relevant contributions. Use present tense for your current role and past tense for previous roles. The rewrites below use only information already in your CV; add outcomes once you can substantiate them.

5. Operations Manager — NorthWest Distribution Ltd

This role has the strongest relevance to a management application, but its 16 bullets give routine tasks and significant responsibilities similar weight. Bring warehouse oversight, people management, stock, budgets and improvement work to the front; add team size, operational volumes or a specific improvement if you can verify them.

BEFORE

Responsible for the day to day running of the warehouse. Managing staff and making sure everyone knows what they are doing. Responsible for stock. Supporting the transport team. Responsible for budgets. Looking at ways to improve processes.

BETTER

Suggested role description | January 2019–present

Manage day-to-day warehouse operations at NorthWest Distribution Ltd, overseeing staff and stock while supporting the transport team.

Plan rotas and leave cover, manage sickness, assist with recruitment and train new starters. Maintain health and safety procedures, liaise with customers and suppliers, and produce reports for senior management.

Monitor budgets and operational targets, resolve day-to-day issues and review warehouse processes for improvements.

6. Warehouse Supervisor — QuickShip Logistics

The description shows supervision, dispatch and training experience, but the short task fragments obscure how those responsibilities fitted together. Combine related duties and, if available, add a verified example of order volumes, team size or dispatch performance.

BEFORE

Supervised warehouse staff. Completed paperwork. Worked to deadlines. Dealt with customer queries. Made sure orders went out on time. Helped managers when required. Carried out staff training. Stock checks. Health & Safety.

BETTER

Suggested role description | 2015–2019

Supervised warehouse staff at QuickShip Logistics, coordinating daily work, stock checks and paperwork to support order fulfilment.

Monitored orders against deadlines, handled customer queries and helped train staff. Supported managers with daily operations and warehouse health and safety procedures.

7. Team Leader — Speedy Parcels

The reference to a busy warehouse provides useful context. Make the small-team leadership and contribution to completing work clearer, while keeping this earlier role concise.

BEFORE

Worked as a team leader in a busy warehouse environment. Duties included managing a small team, helping with deliveries, dealing with issues and making sure work was completed.

BETTER

Suggested role description | 2012–2015

Led a small team in a busy warehouse environment at Speedy Parcels, coordinating work and helping with deliveries. Dealt with day-to-day issues and followed work through to completion.

8. Warehouse Operative — Various Agency Roles

This role establishes your hands-on warehouse background. Replace the catch-all ending with a clearer description of the work you actually list.

BEFORE

Picking and packing, loading and unloading, general warehouse duties, cleaning and any other duties as required.

BETTER

Suggested role description | 2007–2012

Completed warehouse assignments across various agency roles, including picking and packing, loading and unloading, and general warehouse duties. Supported routine cleaning and other operational tasks as required.

9. Achievements and impact — add evidence

Ensure that your CV highlights your key skills, relevant experience, and significant achievements. Use quantifiable results where possible, such as 'increased sales by 20%' or 'reduced operational costs by £50,000 annually'. This makes it easier for recruiters to assess your impact in previous roles.

No measurable outcomes are currently stated. For your manager and supervisor roles, consider whether you can substantiate team size, orders handled, stock accuracy, on-time dispatch, training delivered, budget responsibility or the effect of a process change. Include only figures you can explain confidently; the CV does not currently provide numbers to insert into the rewrites.

10. Employer and operating context

The CV already gives some useful context: it identifies warehouse work, support for a transport team and a busy environment at Speedy Parcels. Strengthen this with one short, factual detail for each substantial role where known, such as the type of operation, approximate team size or the volume of work. That will help a reader judge the scope of your responsibilities without adding another long duties list.

11. Education, certifications and finishing details

Retitle Education as ‘Education & Certifications’ and keep the NVQ Level 2 Warehousing prominent. The First Aid at Work qualification and Fork Lift Truck Licence are marked expired: do not present either as current. Remove them if they are not relevant to your target role, or keep the expired status explicit if previous training is useful context. The ‘References available on request’ line and closing thank-you add little to an employment CV.

> Consider removing hobbies or personal interests that do not add value to your application or are unrelated to the job you are applying for. Including them may lead to bias or distract from your professional qualifications.

12. Career direction

Your progression points clearly towards warehouse and distribution leadership. Based on the management, supervision, stock and operational responsibilities in your CV, three suitable roles to consider are Warehouse Operations Manager, Warehouse Manager and Distribution Centre Manager. Emphasise the responsibilities and verified outcomes most relevant to whichever role you target.

In summary

Your career progression is the CV’s strongest selling point. Make it easier to spot by opening with your management experience, replacing generic skills with specific ones, and turning duty lists into concise descriptions backed by verified results. Keep the existing career order while removing details that do not strengthen your application.