

A guide to drafting an impressive and professional CV

The purpose of curriculum vitae (CV)

When applying for a job it is required to submit a copy of your curriculum vitae, commonly known as a CV. A CV is a marketing tool and a more detailed representation of yourself and your experience as opposed to a summary resume; it includes details of your education, achievements, awards, affiliations, and more. **It is expected to be honest and up to date.**

Curriculum Vitae of....



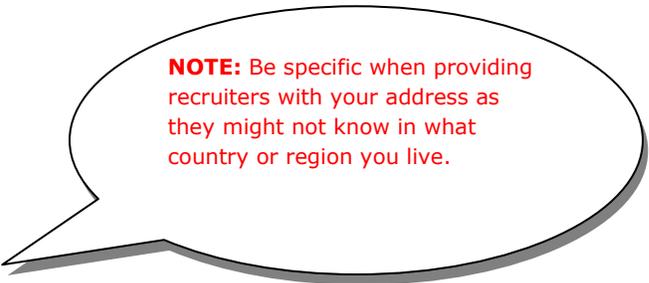
NOTE: Start your CV with a heading stating who you are.

Personal Information and Contact Details

The first category on a CV is usually personal information, be careful not to add unnecessary details, such as religious affiliation, children's names and so on which is irrelevant and not required.

Include the following headings:

First names
Surname
Residential Address
Postal Address
Sex
Nationality
Employment Equity Status
Marital status
Home language
Other languages
Criminal offences
Drivers licence
Hobbies (optional)
Sports (optional)



NOTE: Be specific when providing recruiters with your address as they might not know in what country or region you live.

Contact Details

Contact details are very important as it is how recruiters will correspond with you. Ensure that your contact details on your CV are up to date and when in any recruitment process be reminded to check your phone and emails regularly.

Include the following headings:

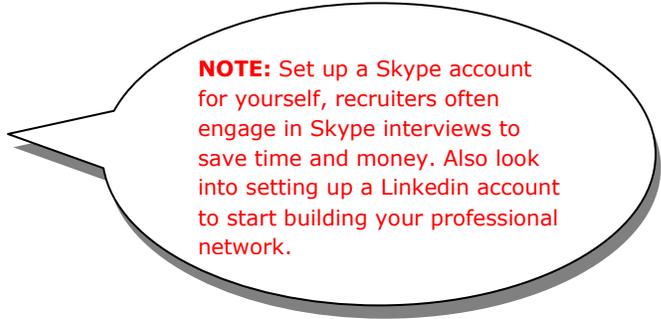
Primary Contact Details

Cell phone number

Email address

Skype address

Linkedin profile



NOTE: Set up a Skype account for yourself, recruiters often engage in Skype interviews to save time and money. Also look into setting up a LinkedIn account to start building your professional network.

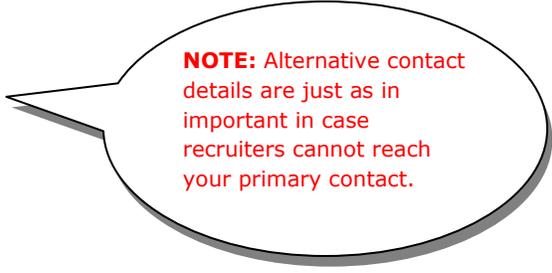
Alternative Contact

Name

Relationship

Contact number

Email



NOTE: Alternative contact details are just as important in case recruiters cannot reach your primary contact.

Career Objectives

Briefly state what you intend your career path look like next (work on now and 3 years)



NOTE: Keep it short and sharp and be realistic.

Educational Qualifications

This section on your CV should include the names of institutions, qualifications and dates attended in reverse order; starting with your highest and most recent qualification.

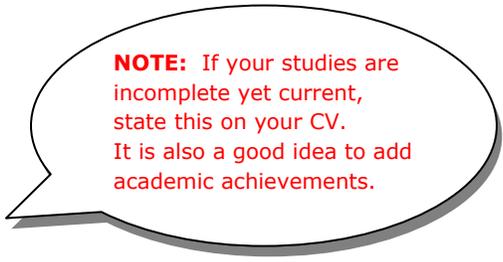
Include the following headings:

Tertiary Education

Institution

Course

Period



NOTE: If your studies are incomplete yet current, state this on your CV. It is also a good idea to add academic achievements.

Other Diplomas/Courses

Institution

Description

Period

Secondary Education

School Attended

Grade Period

Subjects Passed

Extramural Activities

Leadership Roles

Employment History

Employment records should be presented in chronological order on your CV, starting with your most recent job details. List achievements and responsibilities in bullet form for each role and put more emphasis on more recent jobs.

Include the following headings:

Organisation

Position

Period

Type of Organization

Staff Count

Management structure

Main Responsibilities

Successes/ Achievements



NOTE: Start with your most recent job details first.