

PREPARING A PROFESSIONAL CV

Your CV is your first and only chance to make a great impression on a prospective employer. A good candidate with a bad CV is probably not going to be invited for an interview. Spend time refining and polishing your CV. There is no right and wrong way to prepare a CV, but here are some of our Top Tips to assist you in preparing a professional CV.

TOP TIPS TO REMEMBER WHEN PREPARING YOUR CV

- Avoid using fancy borders, big colourful headings, pictures, graphics and photographs.
- Make sure your CV is up to date i.e. includes your most recent/current employment, courses and educational history.
- Make sure all your contact details (email address, residential address, telephone number) are listed on your CV and are correct.
- Try to avoid including information that is not relevant to the position you are applying for.
- Be honest! Do not embellish or falsify information on your CV.
- Make sure your CV is free of spelling mistakes and grammatical errors. Have a few people proof read your CV for you.
- The layout of your CV needs to be clear, neat and well structured.
- Keep your CV concise and to the point, 2 to 3 pages should be more than sufficient.
- Tailor your CV to the job you are applying for.
- Any gaps in employment should be explained.

CV STRUCTURE

1. Personal Information

- Include your full name, residential and postal addresses, email address, contact numbers, notice period/availability, nationality, driving licence
- Avoid religion, politics and other personal information that is not relevant
- Avoid including salary requirements unless specifically asked for

2. Tertiary Education

- List in reverse order from most recently obtained
- Be sure to include the name of the institution you attended, the qualification you obtained, your majors and the year in which you completed it
- Include any notable awards/achievements

3. Secondary Education

- Include the name of the last school you attended, the highest grade you have passed and the year. Subjects may also be included
- Include notable awards/achievements

4. Other Courses

- In tabular format list the courses you have completed that are relevant to the position you are applying for
- Be sure to include the name of the institution, the course name and the year you completed it

5. Employment History

- List in reverse order from most recent
- Focus on the last 5 – 7 years
- Be sure to include the Company Name, the position you held, what date you started, what date you left (be specific when it comes to dates)
- Duties/responsibilities should be listed in bullet form, be concise
- Emphasize achievements and measures of success
- Gaps in employment history should be explained as best you can
- Avoid including reasons for leaving or bad-mouthing previous employers

6. Skills/Knowledge/Attributes

- List in bullet form those that are most relevant to the position you are applying for
- List in bullet form the computer software you are proficient in that is relevant to the position you are applying for
- Include languages spoken and proficiency with each

7. Leadership and Other Experience

- Include here any leadership roles you fulfilled, voluntary work, notable extramural activities
- Be sure to describe the quality of your involvement and your achievements

8. References

- Be sure to include details of 3 references who have personal knowledge of your work experience/character
- It is important to note that you must have permission from these people to list them as a reference.
- Be sure to include the name of your reference, the company they work for, the position they hold, their contact details