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| FULL NAMES |

Address

Telephone number (preferably two)

Email address

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| PERSONAL PROFILE |

Personal statement that includes skills, experience and personal qualities. This an opportunity to sell yourself but be careful not to exaggerate as this will be easily detectable.

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| EDUCATION AND QUALIFICATIONS |

Highest qualification to the lowest

Include institutions, dates and majors and minors obtained

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| WORK EXPERIENCE |

Start with the most recent experience.

Should include company name, years worked there, positions held and what you did there. You can even tabulate this information to make it easier to read.

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| SKILLS AND ACHIEVEMENTS |

Previous jobs achievements

Skill developed

Published work

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| HOBBIES AND INTERESTS |

Include hobbies and interests that are most relevant to your career and the job you are applying for.

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| OTHER |

This an opportunity to show your diverse interests outside work.

You can include organisations you are part of and achievements outside work.

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| REFERENCES |

Write the names of your references, organisations, positions and contact details.

NB: Always double check that the information you provide and ensure it is true. Your CV has to constantly be updated with every major career move you make or achieve.