

CURRICULUM VITAE (CV) TIPS

A Curriculum Vitae (CV) is a concise document which summarises your past, existing professional skills, proficiency and experiences to demonstrate that you have the necessary skills to do the job for which you are applying.

It aims to enlighten the employer about who you are, what level of education you are currently standing at and the working experience you have thus far obtained. In order for the employer to consider you for an interview, he refers to the CV as a point of first reference. It is therefore important that you are honest. If you have the capacity to do the job, then you shouldn't have to lie to get it.

Show passion about your work and your hobbies.

Avoid a lengthy CV, highlight what is necessary for the employer to know about you.

Include the following in your CV:

Personal Information

The personal information should include your name and surname, gender, date of birth, country of birth, identity number, marital status, state of current health, driver's license, address and contact number. Avoid inserting information that could be viewed as controversial for example: political affiliations and religious beliefs.

Research the company. A good CV is tailored to the specific job and company you are applying for. What does the company do? What is their mission statement? What do you think they are looking for in an employee? What skills does the specific job you are applying for require? These are all things to bear in mind when writing your CV.

Educational and Career Background

This is a detailed section of your high school and tertiary education. The aim is to elaborate further on the achievement accomplished at both high school and tertiary levels and if any of the qualifications are required by the organisation to which you are seeking employment at. As an added bonus and to boost your CV, mention any awards and/or leadership roles you played.

When making reference to your working experience, list the name of the company, the location of the company, the number of years you worked there and what you did. Start with your most recent job and work backwards. Also state any major projects you may have worked on as this will work well in your favour.

Define the skills that you have acquired whilst executing the job whilst bearing in mind the expectations of the organisation you are applying to. When discussing past working

experience, make sure you include the dates of when you started, the date on which employment ended and the reason for termination of employment. Do not clutter your CV with information that is irrelevant to the position which you are applying for. An employer will always look at the related field experience; if you however, have an additional skill related to the field, mention it but do not dwell on the task of it. For example, if the post is for a branding manager and you have marketing skills as well, do mention it briefly. Tailor-make your CV to suit the position you are applying for.

References

These are people you have worked with in the past that have seen your work and can credibly support you with commendations. The company you are applying to may contact these references to find out more about your previous work. It is advisable to talk with people you would like to list as reference before actually listing them; double check that they still have the same number, consent to giving you a reference, or that they remember who you are. Write down their full names and contact information.

Proofread and check your spelling and grammar

If your CV is untidy, disordered or has too many errors, potential employers will not be unimpressed. Double check that you have spelled the name of the company correctly, as well as any companies you have worked for in the past.