

Tips for compiling a CV

Also see attachment: "CV Template"

There is no particular way to construct a CV; it is your document and can be structured and presented as you wish, while keeping the following tips in mind.

What to include in your CV:

1. Personal details (Contact numbers, address, availability, salary details etc.)
2. Education (include secondary and tertiary education)
3. Detailed job description for each job you have had. Include ALL duties and what you were responsible for throughout the day.
 - a. Include ALL of your tasks on a day-to-day basis.
 - b. Include any projects worked on and completed.
 - c. Include any special on-the-job training
 - d. Include any special achievements (job-specific)
 - e. Remember to include any job-specific tasks that a prospective employer would be interested in, for example:
 - **If you are in Finance** include book values, type of accounts, size of accounts, foreign currency experience etc.
 - **If you are in Sales** include targets (achieved and expected), areas covered, products sold, clients targeted etc.
 - f. Include any leadership roles, for example, how many people did you supervise?
4. Include the full duration of each place of employment (start date to end date)
5. Include your computer knowledge and skills (i.e. MS Office, Pastel, Oracle, SAP, C# on SQL Server 2005, Accpac)

Remember: The most detailed and comprehensive CV stands out, not necessarily the longest CV!

DO'S	DONT'S
<ul style="list-style-type: none"> • Ensure dates of employment are correct. Include FULL dates of employment. • Include a reason for leaving each place of employment • Ensure your CV is written in the third person throughout: <ul style="list-style-type: none"> ➤ Correct: "Report to IT Manager" ➤ Incorrect: "I reported to the IT Manager" • A skills Matrix is imperative for IT candidates • Explain any gaps in your employment history (eg. Travelled abroad for two years) 	<ul style="list-style-type: none"> • Don't be dishonest in your CV to make it look more attractive • Don't leave anything blank, be consistent throughout. • Don't use cursive fonts, pictures or borders throughout your CV. A plain, easy-to-read CV is best. Keep it simple.