

Structuring Your Curriculum Vitae

Your C.V. should ideally be at least one page but no more than three pages in length. Text should be as plain as possible e.g. Times New Roman and font size be 10 / 12. The suggested structure is as follows:

Personal

Details

Name

Address

Date of Birth

Home phone/ mobile/ work phone/ e-mail/ website address

Driving License (list type)

Education

Educational qualifications - most recent first.

Projects recently undertaken or in the process of completion which may be of relevance to the company/ college course

Personal Skills

Proficiency in software languages or packages

Proficiency in foreign languages

Technical skills

Work Experience

Work experience to date - most recent experience first.

Include dates employed, position and especially your responsibilities/duties.

Work related achievements.

Skills relevant to the company/ course such as presentation, or communication skills.

Relevant professional/ personal outcomes no matter how small.

Interests/ Achievements/ Hobbies

Achievements in your field of expertise, e.g. sports especially team sports, drama etc.

And Remember:

The C.V. is a selling document - so sell yourself.

Ask yourself—

If I only had 30 seconds to read my C.V., what impression would it give?.

Am I doing myself justice?, Will the C.V. sell me to the employer?.

References: Usually have two referees (not your parents); always ask the person before putting them down as a referee. Provide a phone number.