

HOW TO COMPILE A CV

1. Use a Microsoft Word Document

Using Notepad, PDF, Excel or any other formats are not recommended. The less borders, clipart and pictures you use the better. If you do decide to include a picture of yourself on the front-page, please use a professional looking photo.

2. Use an easy-to-read font and formatting

- Fonts like Verdana, Arial or even Calibri are good choices
- Do not use more than one font for your entire CV
- Choose an easily readable font size (Between 10 – 12 points)
- Bullets are easier to read than paragraphs

3. There should be a flow to your CV

- Personal details
- Formal Qualifications (Highest Qualification first)
- Courses (Most recent first)
- Employment (Most recent first)
- Technical Skills grid

4. Personal Details

- Full name and Surname
- ID Number
- Physical Address
- Contact Number
- Alternative Contact number
- E-mail Address

5. Qualifications

- The full name of the qualification
- Institution
- Start and End date of studies

6. Every position you have held should have a *Reason for Leaving*

- Rather than saying 'Career growth' say what you want out of a new opportunity that you aren't currently getting
- Rather than saying 'Greener pastures'; you can say what is lacking in your current position and what you would like in a new position
- 'Received a better offer' – Seeing as offers don't just come by without sending out your CV and going on interviews; it is better to say what enticed you about the new position

7. Accomplishments / Awards

Include your Accomplishments / Awards in a separate heading. It should highlight your value to a new company



8. Job Descriptions

- Job Title
- Your 'Responsibilities' should reflect your worth to a company. Include Projects you have worked on, and implementations you have done. Start with a list of what you are directly responsible for completing, achieving, developing, supporting or maintaining in a day
- Then add in your weekly, monthly, quarterly and annual responsibilities
- Include a list of all the technologies you use
- Remember to stick to single sentences arranged with bullets

