



## **Important things to remember when compiling 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, then please use a professional looking photo (and not the one taken on Saturday night after a couple of drinks...)
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 an annual responsibilities
- Include a list of all the technologies you use
- Remember to stick to single sentences arranged with bullets