



## **PREPARATION OF A CURRICULUM VITAE**

**A CV will not win the job, but it may win an interview.**

**Think of a CV as a Personal Brochure, highlighting your skills and experience.**

**It should present you in the best possible way to a potential employer.**

- Two or three pages. Reduce the detail for positions 10 years ago plus.
- Be brief and to the point. Use short sentences bullet points.
- Begin with most recent job first
- Make sure you have highlighted use of skills, levels of responsibility and key achievements.
- Pay attention to detail – check for typing, spelling, grammatical or punctuation errors
- Be consistent with fonts, headings, date formats etc
- Avoid using “I”, always use third person.

## **GENERAL CONTENT**

**Name**

**Address**

**Contact Details**

**Career Personal Profile**

**Academic Qualifications**

**Professional Qualifications  
/Training**

**Software Skills**

**Outline of employment history**

**Career Achievements**

**Interests**