



T A L E N T
P L A C E M E N T

CV WRITING TIPS

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HOW TO PREPARE YOUR CV

CV is an acronym for Curriculum Vitae

WHAT IS A CV?

A Curriculum Vitae (CV) is the story of your career. It includes amongst others:

- Your personal details
- School education and post-school qualifications
- Work experience
- Interests and activities
- References that can attest to your work competence

THE PURPOSE OF CV

WHY DO I NEED A CV?

- The key purpose of your CV is not only to get a job, but for you to convince a prospective employer of your employability.
- The CV is a document that opens the doorway to interviews with a number of employers and placement agencies and that pulls you through the selection and decision-making process successfully.
- You have one chance to sell your skills, qualifications, and work experience to employers and that is with your CV!

You need to make sure you have a good CV!

THE CONTENT OF CV

WHAT SHOULD MY CV COVER?

1. Personal information

- This should include your biographical details (Surname, Name, Date of Birth, ID number, Gender, Marital Status, Disability (If Applicable))
- Driver's licence
- Complete residential address of where you currently live
- Contact Number, Alternative Number, Email
- Languages

THE CONTENT OF CV

WHAT SHOULD MY CV COVER?

2. Education, Qualifications, and Courses

Start with the highest qualification:

- *Tertiary qualifications* (where applicable), capture the name of the institution, name of the qualification major subjects and year completed
- *Post Grade 12 courses* – list courses completed capture the name of the institution, name of the course and year completed
- If you only pass *Grade 12*, state the name of your high school, subjects and date of completion

THE CONTENT OF CV

WHAT SHOULD MY CV COVER?

3. Employment History

Start with your most recent job and list:

- Your position title
- Main responsibilities (use action words to describe your responsibilities)
- Dates you worked at the organisation (start and end)
- Skills you built up in the job
- Reason for leaving

THE CONTENT OF CV

4. Volunteer work

- Add any volunteer work you have done, the nature thereof and the duration and dates. This always creates a good impression, since the employer can see you are responsible and hard-working.

5. Skills

- List any skills you have that may be relevant or make you an attractive candidate for the job. This would include things like computer skills (E.g.: Microsoft Office) and any relevant talents you have.

Your CV needs to sell you, remember?

THE CONTENT OF CV

6. References

- These references should be credible and a reliable source of truthful information regarding your work ethics and credibility.
- It must include name and surname of your previous employer position within the company and contact details (email address and cell phone number)
- It can also include the relationship (e.g. direct manager, peer, if you use your school reference, it can be your teacher or lecturer)

USEFUL TIPS IN WRITING YOUR CV

Make sure your CV is:

- Well typed
- Easy to read
- Printed on clean paper
- Keep it concise but mention all your skills. Use bullets where you can
- Check for spelling and grammar errors (**PROOFREAD** a number of times to omit mistakes) – Use “Spelling and Grammar” function
- Be truthful and capture your skills and qualifications correctly and do not exaggerate

USEFUL TIPS IN WRITING YOUR CV

- Do not fold your CV if you plan to post it or hand deliver it
- Keep a copy of your CV – this will make it easy to access and revise it later as you acquire new skills and experience
- You can ask a Career Counsellor at the Labour Centre to assist you
- Or you can attend a CV-writing life skills programme – check our short courses