

This document is to help you!! If you follow these instructions: IT CAN ONLY HELP WITH GETTING WORK
 A majority of clients require a CV that is easy to understand with as much information as possible.
 This should ideally be no more than 2 pages long – cover **ALL** of your relevant experience!!

CURRICULUM VITAE

Full Name
 Full Address
 Home Number
 Mobile Number
 Email Address
 Date of Birth (Your Choice)
 Type of Drivers Licence (Your Choice)
 Dependants & Ages (Your Choice)

Personal Profile

This is to describe your personality, how you work and what type of position you seek.
 TO "SELL" YOURSELF TO THE CLIENT/PROSPECTIVE EMPLOYER

Education & Studies (dates are not necessary)

NAME OF SCHOOL	SUBJECT	GRADE ?	TYPE OF EXAM
NAME OF SCHOOL	SUBJECT	GRADE ?	TYPE OF EXAM
NAME OF COLLEGE	SUBJECT	GRADE ?	TYPE OF EXAM
NAME OF UNIVERSITY	SUBJECT	GRADE ?	TYPE OF EXAM

Skills – Certificates – Qualifications

This short summary gives the employer an idea of your working experience
 In-house or External training – Computer or Mechanical experience – any overall experience!!!

Employment History

Most Recent Position first

Date – Date	COMPANY NAME - AREA
JOB TITLE	POSITION NAME I.E. Administrator/Domestic
DUTIES	What your role involved Brief Description (as your main experience should be listed above)

Date - Date	COMPANY NAME - AREA
JOB TITLE	POSITION NAME I.E. Factory Op/Chef
DUTIES	What your role involved Brief Description (as your main experience should be listed above)

Date – Date	COMPANY NAME - AREA
JOB TITLE	POSITION NAME I.E. Forklift Op/Secretary
DUTIES	What your role involved Brief Description (as your main experience should be listed above)

& so fourth.....

Date – Date	GAP YEAR – RAISING CHILDREN – ILLNESS etc
TIME OFF WORK	Show the period of time the same way you have with employment dates

Hobbies & Interests	Optional – BUT A GOOD IDEA FOR PAINTING A PICTURE OF YOU!!! This short summary gives the employer an idea of your social interests
---------------------	---

REFERENCES	AVAILABLE UPON REQUEST (You do not need to provide these until requested)
------------	---