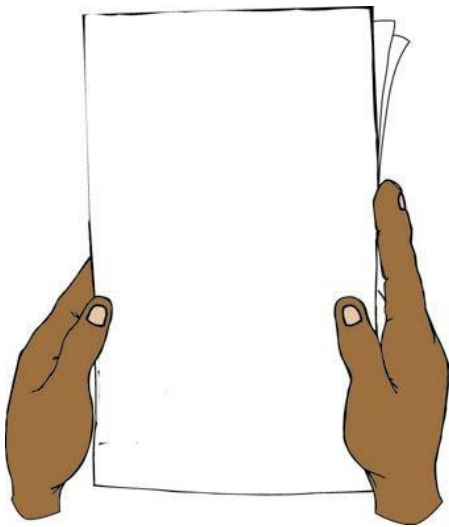


## Writing a Curriculum Vitae

A CV is a document that accurately records your personal data, education history, work history and so forth. You will submit your CV to employment agencies, and employers together with a cover letter when applying for a job. An employer may refer to your CV in an interview situation so keep your CV up-to-date and accurate.



- Create a CV that has clear headings and is easy to read
- Use the cover letter as a marketing tool by referring to your strengths highlighted in your CV
- Update your CV regularly as you grow and get experience over time
- Use techniques to make your CV stand out from the rest.

Your CV is one of thousands that an employer may receive. As an employer, what would you do with a CV that has spelling mistakes or is damaged and dirty?

How would you go about making your CV a little bit different from all the other CV's out there?

Is it wise to put a photograph on your CV?

The key is to make your CV clear, concise and easy to read, i.e. take out all unnecessary detail, like photographs and unrelated information, that could bore or irritate the interviewer. It should be up to date and accurate and you should know your own CV well if questioned.

**CURRICULUM VITAE OF \_\_\_\_\_**

**PERSONAL HISTORY**

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Sex: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Marital status: \_\_\_\_\_

No. of dependants: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact telephone (1): \_\_\_\_\_

Contact telephone (2): \_\_\_\_\_

Drivers license: Code \_\_\_\_\_

Health: \_\_\_\_\_

Learning Area: Life Orientation  
Learning Outcome: Careers and career choices  
*Additional Resources: Job Hunting Skills*

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## EDUCATION HISTORY

Hint:

- ◆ Describe all qualifications received from a date that you feel is relevant. i.e. you may start with school if you have no work experience.
- ◆ Omit major subjects if you wish.

Last school attended: \_\_\_\_\_

Level completed: \_\_\_\_\_

Date on leaving school: \_\_\_\_\_

		<b>Grade</b>	<b>%</b>
<b>School Subjects:</b>	1.	_____	_____
	2.	_____	_____
	3.	_____	_____
	4.	_____	_____
	5.	_____	_____
	6.	_____	_____
	7.	_____	_____
	8.	_____	_____

Tertiary Study:

Tertiary institution: \_\_\_\_\_

Degree/diploma/certificate: \_\_\_\_\_

Period of study: \_\_\_\_\_

Major subjects: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Seminars & short courses: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## LANGUAGE SKILLS

Hint:

- ◆ Describe all the languages that you are able to speak, and/or read, and/or write.

Language: \_\_\_\_\_

Yes

No

Speak: \_\_\_\_\_

\_\_\_\_\_

Read: \_\_\_\_\_

\_\_\_\_\_

Write: \_\_\_\_\_

\_\_\_\_\_

Learning Area: Life Orientation  
Learning Outcome: Careers and career choices  
*Additional Resources: Job Hunting Skills*

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Language: \_\_\_\_\_

	Yes	No
Speak:	_____	_____
Read:	_____	_____
Write:	_____	_____

Language: \_\_\_\_\_

	Yes	No
Speak:	_____	_____
Read:	_____	_____
Write:	_____	_____

### COMPUTER SKILLS

Hint:

- ◆ Describe all your computer skills for example; Word Processing, Word for Windows, Financial Packages, Lotus/MS Excel, MS PowerPoint, C++ programming, etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_

## EMPLOYMENT HISTORY

Hint:

- ◆ List all the jobs that you have done beginning with the most recent and ending you're your first job.

### Current Employment

Organisation: \_\_\_\_\_

Position held: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### (Dates of previous employ-Beginning to End)

Organisation: \_\_\_\_\_



Position held: \_\_\_\_\_

Job Description: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

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**(Dates of previous employ-Beginning to End)**

Organisation: \_\_\_\_\_

Position held: \_\_\_\_\_

Job Description: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

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Learning Area: Life Orientation  
Learning Outcome: Careers and career choices  
*Additional Resources: Job Hunting Skills*

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## **SOCIAL ACTIVITIES**

Hint:

- ◆ List all the extra mural activities that you perform, for example; Represented first team at school Cricket, Played Club rugby for Harlequins, Social Golfer with a 24 handicap, Belong to the school newspaper, Volunteer for Hospice charity, etc

Sport: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interests & hobbies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Societies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional Associations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Magazine subscriptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noteworthy achievements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_