

## CV WRITING TIPS

Your CV is your personal selling tool. This is probably the one time where judging a book by its cover is at its literal form so your information should be presented in a manner that is error-free, readable and makes your experience relevant to the positions you would applying for. Here are a few tips:

### Layout & Components

The final look and feel of your CV is ultimately a personal preference but presentation should be crisp and neat, not lengthy.

Use fonts such as Times New Roman or Arial as they are found on most computer systems

Use bullet points, rather than a narrative style

Your CV should be between 3 – 5 pages long and include the following components:

#### Personal Details:

- Name & Surname
- Date of Birth
- Nationality
- Omang/ ID No.
- Gender
- Languages
- Marital Status
- Where you currently live
- Contact Details

#### Education & Training:

- Start with the most recent or important qualification
- List qualification, institution, location and date obtained
- Do not list subjects
- End with secondary education

#### Employment History:

- Start with the current or most recent position
- With each position, state the position, the company, a brief description of the company, dates of service
- If unemployed, state date unemployment commenced and reason
- Ensure there are no gaps in dates – i.e. if you studied or traveled in-between jobs, list these with jobs in date order
- List Key Responsibilities in bullet points, concentrating on hard measurables not old job descriptions
- List achievements (if applicable) in each position
- Briefly and concisely state reason for leaving/wanting to leave with each position

#### References:

- Ensure referees positions & telephone numbers are up to date
- Do not list referees who are not aware that they have been selected
- Ensure your referee can comment on your work performance

