



Curriculum Vitae Guide

On average, you only have 15 seconds to capture an employer's attention before they move to the next candidate – make your CV easy to read, using bullet points and even spacing.

Information you should include on your resume.

1. Contact Information

Most companies keep records on file for any future positions – ensure you are reachable. Provide your **full name**, and both a current **private email** and **private mobile phone**.

2. Overview

Include a very brief overview about what you offer a prospective employer – Why YOU and not another candidate?

3. Experience

Outline your work history – Position, Employment Dates & Company (reverse chronological)
Bullet point list of responsibilities (**what**), identify managed staff or key clients (**who**), key achievements (**results**) and what you did to achieve (**how**)

4. Education / Qualifications / Training

Outline the Degree/s attained, Date completed and Institution attended. Additionally, list any special awards / honours, related training or accreditations – including work related.

5. Skills

A full list of key skills, traits and experience – include both hard and soft skills related to the position / career field that you are applying for.

6. References available upon request

Keep a separate list of referees to provide upon request – ensure you have permission from referees to provide their contact details and their willingness to refer you.