

WRITING A CV IN FOUR EASY STEPS

Dear prospective employee

I have put together this document for those people who have phoned and asked me for advise them on how to write a CV (Curriculum Vitae). There are four easy steps you can follow as a guide to writing your CV. They are:

STEP 1

In the first section of your CV include the following:

- Your full names
- Your ID number
- Your postal address
- Your contact numbers
- Your e-mail address

STEP 2

In the second section of your CV you need to explain your work experience. This is how you do that.

- Start with your latest job and work backwards to your first job.
- State the name and address of the company/organization you worked for.
- State the dates you worked for them.
- Add a contact person and their telephone number.
- Provide a brief list of your tasks and duties and achievements.
- This sequence should be followed for each company or organization you have worked for.

STEP 3

In the third section of your CV you need to spell out your educational qualifications. The sequence you need to follow in this step is similar to step 2. The sequence is:

- Start from the latest qualification you have achieved back to when you matriculated.
- State the name and address of the training service provider, institution or organization you attended to acquire your qualification.
- State the dates you studied at the training service provider, institution or organization and state when you received your qualification.
- State what qualification you achieved.
- Repeat the sequence for each qualification you have achieved.

STEP 4

- The last section of your CV should briefly highlight some of your interests and hobbies.
- After this put three references and their contact details onto your CV.

I hope and trust this step by step guide of what to include in your CV is helpful to you.

Kind regards

Archie