

CV Writing Tips

ASLTM

CV Writing | Tips



Having an impressive CV is very important, because it is most of the time the first and only direct communication you have with a potential employer.

Making a good first impressions will last. Your CV is the first opportunity to promote your skillset and qualities.

Did you know: On average, a potential employer will look at your CV for 6 seconds only. Let your CV stand out!



Basics on your CV:

- Your name and surname
- Contact information profile
- Experience
- Education
- Skills
- Interests
- Language
- References (if applicable)



Guide to CV writing | Graduates



A Graduate CV can consist of between **one to two written pages**, documenting your academic- and other achievements, work history and leadership qualities.

Following the one to two pager CV, include your **academic record** such as Grade 12 Senior Certificate and University / Tertiary Institution academic record.

You can also include other relevant achievements applicable to your application.



Guide to CV writing | Graduates

1. The opening statement of you CV should include:

- Your name and surname.
- Contact information (cell phone nr, email, address).
- There is no need to include a photo on you CV.
- You may include your LinkedIn profile URL.

2. Profile Summary

- Provide the reader a brief description of yourself, your aspirations and key achievements.
- Explain who you are, what you're great at, most interested in, and how you can be of value for a prospective employee in 3-5 sentences.



Guide to CV writing | Graduates



3. Education and Qualification

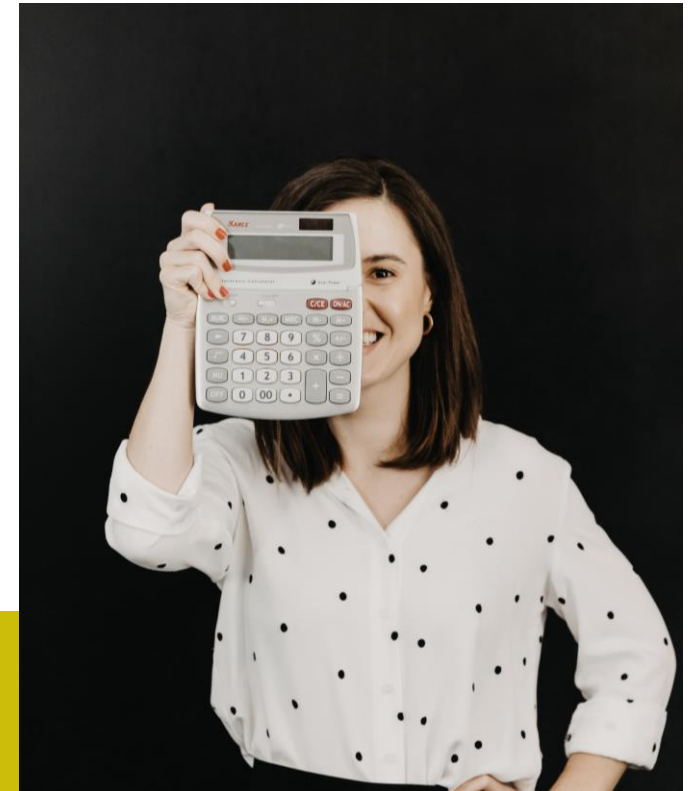
- Use the heading **Education and Qualifications** for this section.
- If you have not completed your degree, make it clear to the reader.
- List the key details of your education in reverse chronological order starting with the most recent first.
- Depending on the role that you are applying for, should indicate how much detail you should put into this section.
- For instance, good marks in relevant modules will strengthen your application. You can flag certain modules that is applicable to the position you are applying for.
- You should include details of any academic prizes or awards in the section.



Guide to CV writing | Graduates

4. Work Experience or Employment History

- Prospective employers know that graduates have limited work experience.
- List the key details of your experience or employment history in reverse chronological order starting with the most recent first.
- List the date, company, duration and position that you gained experience in.
- Include responsibilities, achievements, skills and experience under each heading.
- Be specific and precise when you give examples.
- Include volunteering work that you have in this section as well.
- Keep information about your part-time jobs relatively brief, and go into more detail about an internship, achievements or extracurricular activities that have given you more scope to develop the kind of skills the employers seek.



Guide to CV writing | Graduates

5. Skills

- Provide a list of selected skills that you have.

6. Interests

- This is a grey area in your CV – no need to include this.
- If you do include interest, avoid listing hobbies such as socialising with friends.

7. Language skills

- List the languages you can speak.
- Describe the level of competency that you have in each language.

8. Computer or IT Skills

- List your computer abilities.
- Describe how proficient you are in the Microsoft Office suite, for example Microsoft Word, Excel and PowerPoint.

9. References

- In your list of references, provide the title and contact details of each person.





Perfecting your CV

Include a URL to your professional online profile

- ✓ For example : LinkedIn profile
- ✓ If you don't include URLs to your professional online profiles, hiring managers will look you up regardless.
- ✓ Why not include your URL along with your contact information? This will prevent recruiters from having to guess or mistaking you for someone else.

Use Consistent Branding

- ✓ John Green:
 - johnngreen@gmail.com
 - [Linkedin.com/in/johnngreenjobseeker](https://www.linkedin.com/in/johnngreenjobseeker)

Use a single phone number and email address

- ✓ Make sure your voicemail message is appropriate

Make use of white spaces to draw the reader's eye to important areas.



CV Writing | Don'ts

- Never be dishonest about any achievements on your CV.
- Try not to include irrelevant personal information. You do not want your CV to be cluttered.
- Do not send your CV in Word format, make sure you send your CV in format that could not be altered such as PDF format.
- Do not include negative information on your CV. For instance information surrounding failed exams.
- Stay clear from mentioning remuneration. Benefits and salaries can be discussed in the interview stage,
- Do not use extravagant fonts and colours. Keep your CV clean and easy to read.

OLIVIA MAY

P R A S S I S T A N T

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 email@youremail.com

LinkedIn profile
 10 Street, City

EDUCATION

NAME OF DEGREE
University, Location
2015 - 2017

NAME OF DEGREE
University, Location
2015 - 2017

S K I L L S

// PROFESSIONAL

Team building
Public speaking
Web design
Researching
Problem solving

// TECHNICAL

Microsoft Word
Microsoft Excel
Microsoft Power Point
Photoshop
Illustrator

A W A R D S

NAME OF AWARD
Organization
2015

NAME OF AWARD
Organization
2015

I N T E R E S T S

Travelling
Swimming
Reading
Poetry
Cinematography

PROFILE

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J O B P O S I T I O N Company | Location | 2015 – Present

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J O B P O S I T I O N Company | Location | 2010 – 2015

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- Nullam dictum felis eu pede mollis pretium

J O B P O S I T I O N Company | Location | 2010 – 2015

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- Cum sociis natoque penatibus et magnis dis parturient montes
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- Nullam dictum felis eu pede mollis pretium

E X T R A C U R R I C U L A R A C T I V I T I E S

R O L E Organisation | Location | 2015 – Present

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R O L E Organisation | Location | 2015 – Present

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- Cum sociis natoque penatibus et magnis dis parturient montes
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	<h1>Maxine Curry</h1>	
	<h2>Graduate Nurse</h2>	
AREAS OF EXPERTISE	PERSONAL SUMMARY	
Patient care	Maxine is a recently Graduate Nurse who is keen to progress her career with a respected hospital where she will have an opportunity to learn and grow in her chosen field. She is committed to looking after and restoring the health of the people she is tasked with caring for. As an excellent communicator, she is able to quickly gain the trust and confidence of any patients she meets. In addition to this she is a committed team worker she is able to work productively with others towards a common goal.	
Patient education	Right now, she is looking for a suitable graduate level position with a leading private or public healthcare organisation.	
Medicine management	WORK EXPERIENCE	
Dispensing drugs	Company name – Location	
Healthcare industry	GRADUATE NURSE Jun 2013 – Present	
Elderly patients	Responsible for providing a high quality care service to individual patients based on their precise needs and requirements.	
Care plans	Duties:	
	<ul style="list-style-type: none"> • Providing a patient with nursing services that are based on a medical plan of care. • Administering medications and treatments under the supervision of a senior nurse. • Helping to manually feed hospital patients at breakfast, lunch and supper time. • Transporting patients from one ward to another and filling in relevant paperwork.. • Carrying out medical assessments of patients in a clinical environment. • Acting as a chaperone to patients and helping to bathe patients & change their beds. • Accurately filling in any necessary paperwork when discharging patients. • Liaising with doctors and Senior Nursing staff about a patient's condition. • Talking to patients about their medical treatment and explaining things to them. • Responding quickly to medical situations in a professional and quick manner. 	
PROFESSIONAL		
French speaker	Company name - Location	JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)
First Aider	Company name - Location	JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)
PERSONAL SKILLS	KEY SKILLS AND COMPETENCIES	
Passionate	<ul style="list-style-type: none"> • Physically fit and able to remain standing and move around for long periods of time. • Have a caring manner and can offer emotional support to vulnerable patients. • Creating a welcoming, caring & safe environment for patients that puts them at ease. • Always promotes and safeguards the well-being and interests of patients. • Complying with a strict dress code of practise and have high appearance standards. • Have a good sense of smell and able to detect odours that may indicate unsafe conditions or changing patient status. 	
Forward thinking	ACADEMIC QUALIFICATIONS	
Focused	Nuneaton University	2006 - 2011
Hard working	BSc (Hons) Sales Management	
	Coventry Central College	2005 - 2008
CONTACT	A levels:	
Maxine Curry	Maths (A) English (B) Technology (B) Science (C)	
Dayjob Ltd		
The Big Peg Birmingham		
B15 6NF		
T: 0121 638 0026		
M: 0121 638 0026		
E: info@dayjob.com		
Driving license: Yes		
Nationality: British		



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