

Suggested Structure for CV Template

It is very important to ensure that your CV looks professional and presents information clearly, as it is the first point of contact between you and your potential employer.

I. PERSONAL INFORMATION

Name:
Address:
Phone number:
Email address:

Provide your personal information and any other information that you may have, such as LinkedIn, website etc.

II. EDUCATION

Date (MM/YY, from to), Name and address of school, Degree/Diploma-Graduation

Graduation date & Diploma/certificate registration numbers are also useful for further verifications.

III. EMPLOYMENT HISTORY *(present to last position)*

Date/Period, Employer/Organisation, Position held, Responsibilities

Also include internship or volunteer experiences and any other work experience relevant for the position you are applying for.

IV. OTHER TRAININGS/AWARDS/PUBLICATIONS

Date (MM/YY, from to), Name and address of training institution, Degree/Diploma

Add other information in this section, such as skills training that you completed or awards that you have received and/or publications, articles etc. that you have written.

V. PERSONAL SKILLS & COMPETENCES

Computer skills:
Language skills:
Personal strengths:

Get the attention of your potential employer by highlighting other skills and competencies you have that increases your suitability for the position you have applied for.

VII. REFERENCES

Names of referees /Title/Address and Telephone numbers

Note that referees must only be your previous employers or your higher education teachers.