



## How to Write a CV

There are several CV formats, and whichever format you choose, you need to ensure that the CV captures, in a clear and concise manner, the core background and experiences that are relevant to the position for which you are applying. Generally, for entry-level positions, a CV should not be more than one page.

Proper Section Order for your CV and what to include:

### 1. CV Header with Contact Information

- Full name
- Email address
- Telephone number
- Home address
- LinkedIn profile

### 2. Personal Profile/Background: CV Objective

The Personal Profile/Background sections should provide a quick summary of your academic background, your career progress, and achievements. It should also give a brief of your goals.

This should be specific and concise. Give a brief outline of your background and show how your experience will help you tackle a particular problem or excel in the position you are applying for.

### 3. Work Experience

This is the first thing that the hiring manager will look into. *Are you currently employed? What is your previous experience?*

We recommend that you list your work experience in reverse-chronological format; you should start with where you are working at the time of submission of your CV (if applicable) and then list your previous experiences. The duration you have spent in each position you held should be included.

Read the job description carefully and check what tasks will be expected of you. You should then list the project or transactions that may be relevant to the position you are applying for. Please remain mindful of any confidentiality obligations related to the experiences you are including within your CV.



#### **4. Education**

The hiring manager will consider the last degree you obtained. Thus, we recommend that you list your educational background in reverse-chronological format. This section should be simple and straightforward. List all your education, if you have a post-graduate degree, list those as well.

#### **5. Skills**

The skills you should include on your CV have to be relevant to the job you're trying to land.

Include an appropriate mix of hard skills, and soft skills.

-Hard skills are:

- Technical skills.
- Computer skills.
- Analytical skills.
- Marketing skills.
- Presentation skills.
- Management skills.
- Project management skills.

-Soft Skills are:

- Critical thinking
- Communication
- Time management
- Teamwork

#### **6. Additional Sections**

List any of these if applicable:

- Industry awards
- Professional certifications
- Publications
- Professional affiliations
- Conferences attended
- Additional training
- Volunteer experience
- Hobbies and interests
- Freelance work
- Academic achievements