



## **How to Write a CV (to be emailed in Word ONLY)**

### **Personal details**

Include your Name, Address, Phone number and Email address, also include details about your Marital status, Nationality, Date of Birth, Availability, (notice period) Current salary, Expected salary and the Reason for leaving.

### **Personal Profile**

Follow this with a brief profile of yourself which should include an outline of your skills, experience and immediate career goals.

### **Work experience**

List the most recent experience first, continuing in reverse chronological order. Describe your work experience in short sentences using straightforward, positive language and highlight your key achievements.

### **Education**

List brief details of your academic and professional qualifications along with the grades attained.

### **Skills**

Include specific skills such as IT packages or languages and state whether you're at a basic, intermediate or advanced level.

### **References**

It's not necessary to note the details of your referees on your CV, but you should state that details of references are available on request. Do not forget to ask your referees first for permission to nominate them.

### **Presentation**

Keep your CV to two pages. It should look clean and tidy with no frills or fancy attachments, and all the information should be clearly signposted.

**Finally, don't forget to "spellcheck" your CV!**

**Thank You**