How to draft an excellent CV

A good CV is a powerful tool. In less than 30 seconds it should be able to convincingly sell your experience and secure you an interview. We recommend you include the following in your CV:

- **Contact details –** address, contact numbers, email address
- **Personal details** - name, languages, ID number and details which are not compulsory to include to avoid discrimination, however details which often assist the prospective employer in matching your CV to the vacancy are employment equity status and gender.
- **Professional qualifications** - this would include driver's license details and association membership
- **IT systems –** include packages and competency levels
- **Educational qualifications** - include both university and school qualifications in chronological order and indicate if the qualification is incomplete
- **Employment history** - start with your current/last employer and work backwards. You should provide the following information:

  - Name of Employer and location
  - Nature / Industry of employer
  - Job title & accurate dates of employment
  - Responsibilities and duties
  - Achievements
  - Reason for leaving in one line

- **Gaps** - if you have any gaps because of travelling or family reasons - make sure you explain them.
- **References –** list people who you have directly reported to and ensure you always have their correct contact details. Confirmed with them that they are happy to be contacted.

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Professional layout:

- Font – use a professional easy to read font such as Tahoma or Arial (12 or 11 pt)
- Don't underline – rather emphasize a heading by using combinations of bold, italics and differing font sizes
- Create lots of white space – wide margins, short paragraphs, double spacing between paragraphs and after headings
- Number your pages
- Avoid photographs and graphic designs in your CV
- Proofread and ensure 100% accurate