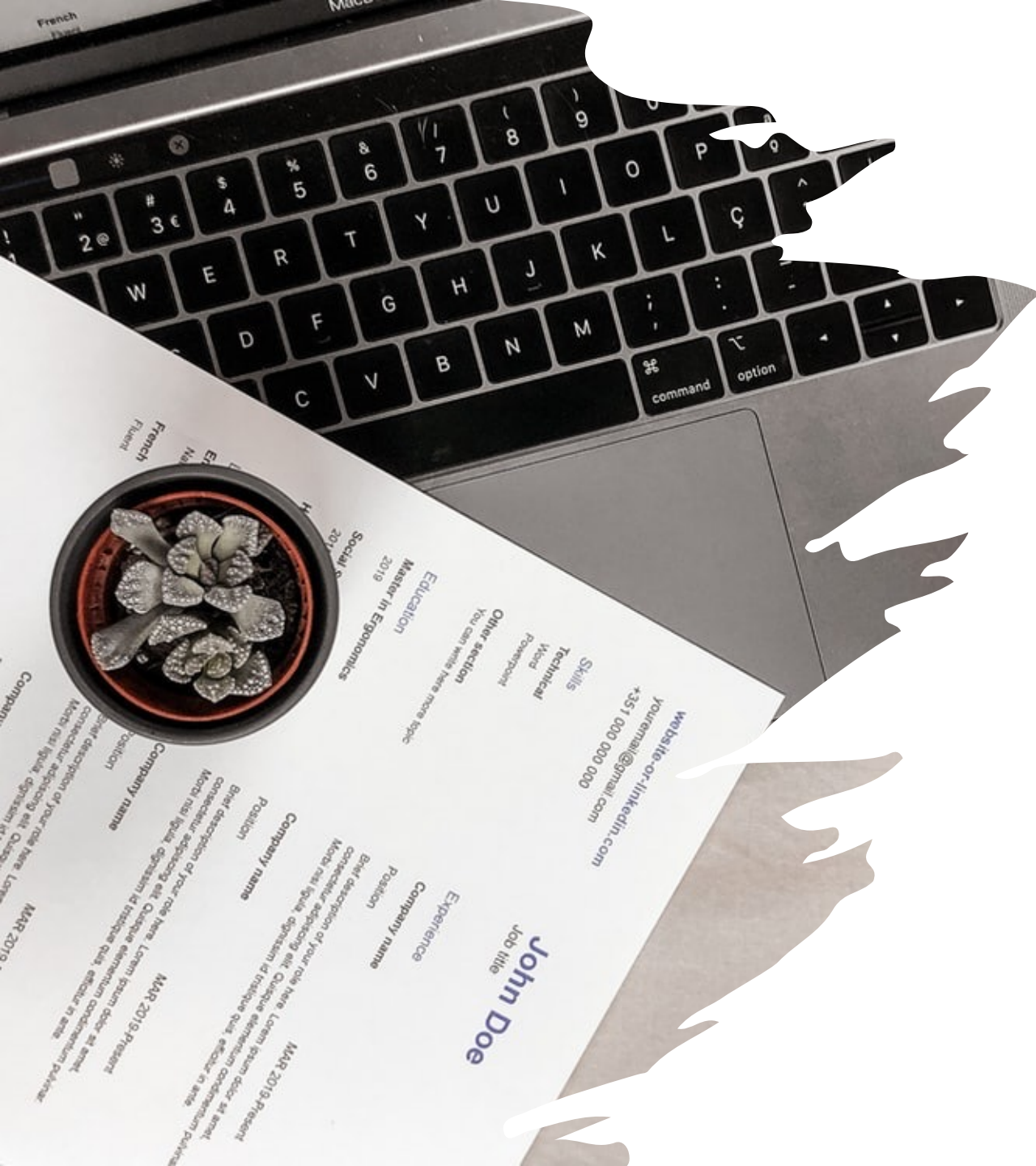




HOW TO SET UP YOUR CURRICULUM VITAE (CV)



RULES FOR CVs

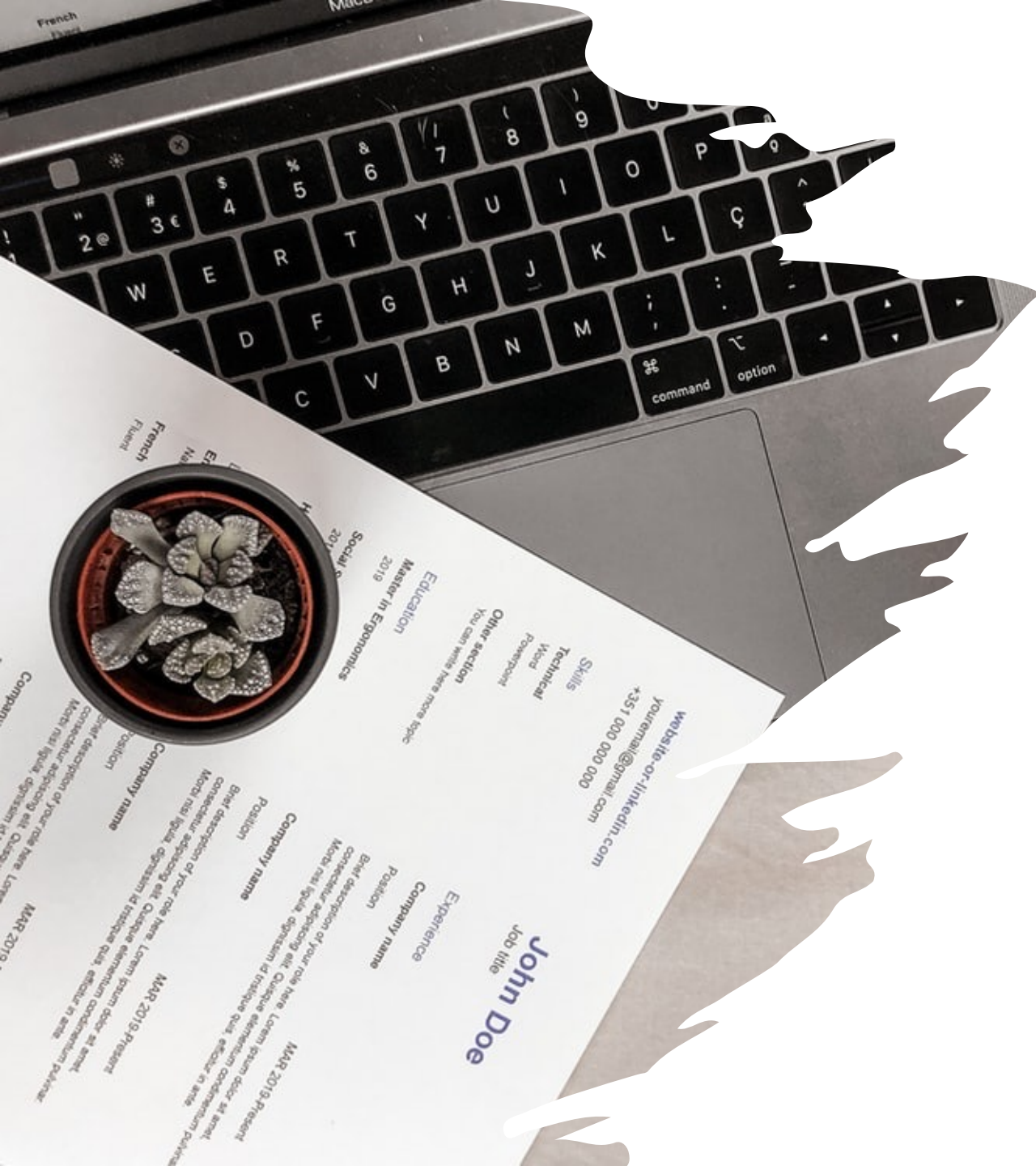
KEEP IT SIMPLE

Avoid elaborate fonts and too many logo's.

It is not necessary to add a picture of yourself, but if you decide to add one, make sure that it is one in which you look more professional and not in a social media pose.

Avoid harsh colours, if you want to add some colour to your CV, rather use soft colours .

Free templates can be found on the internet.



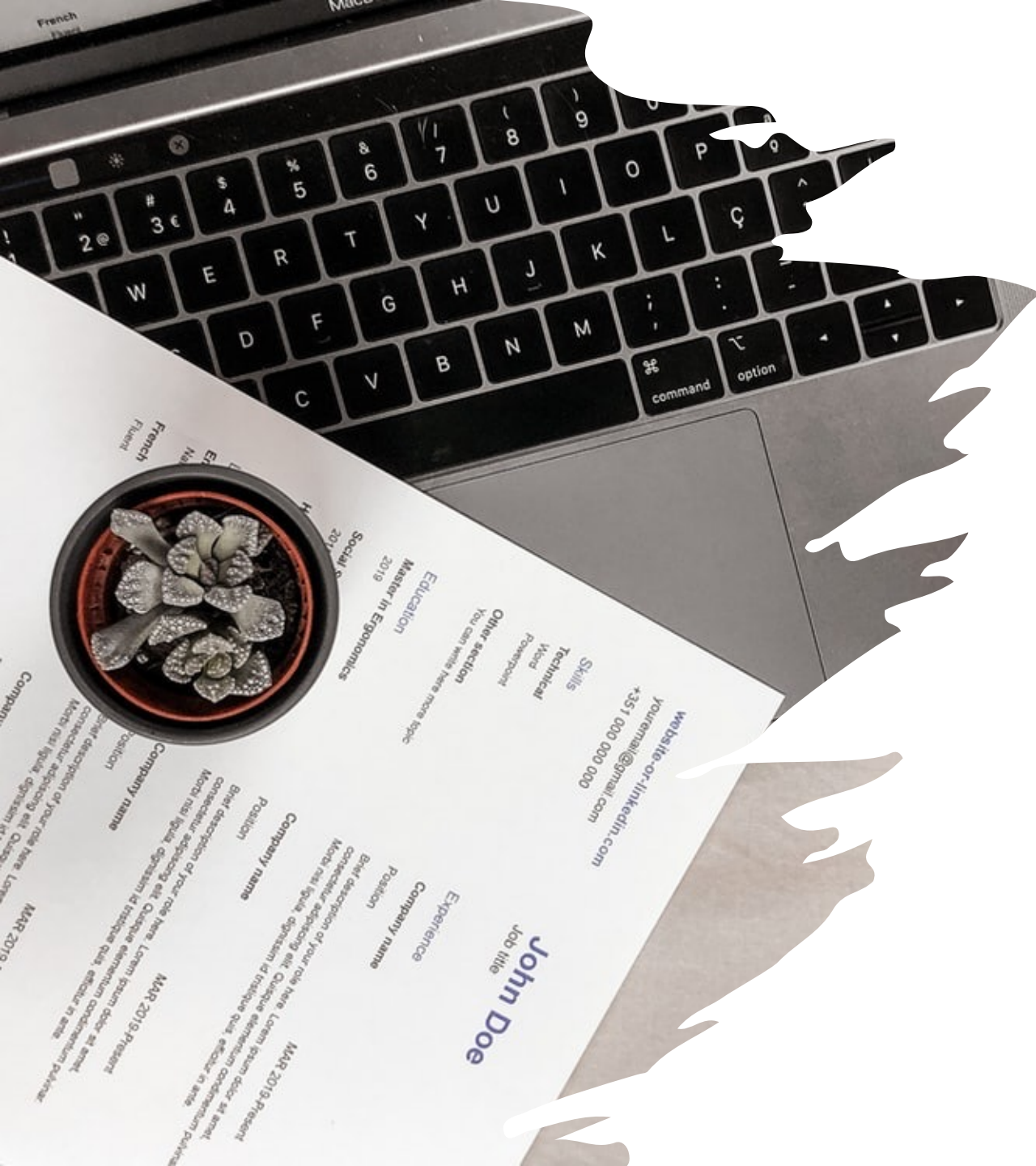
RULES FOR CVs (Continued)

KEEP IT TRUTHFUL

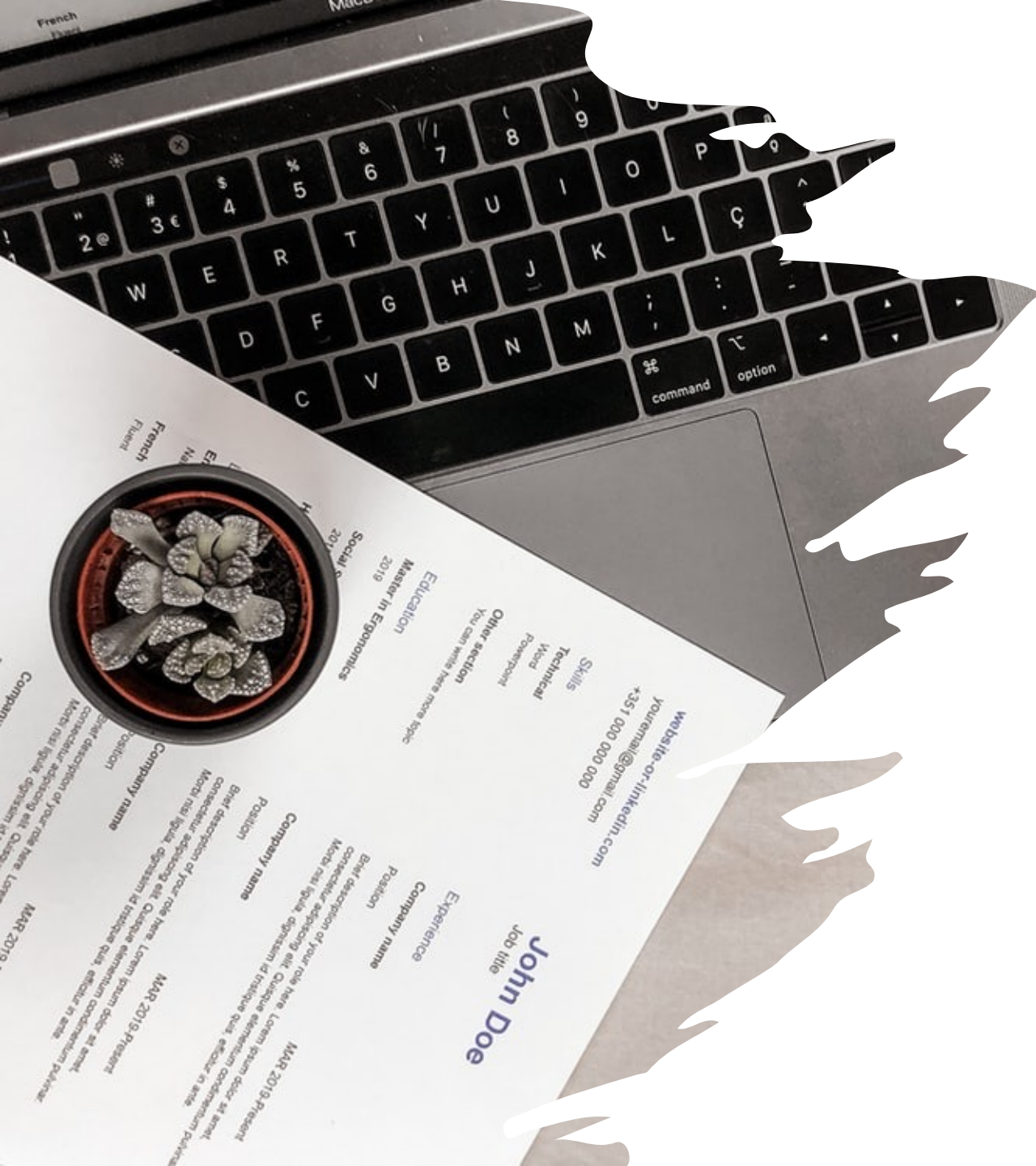
Do not add any information you do not have evidence for on your CV as most companies do employment checks

Any hobbies or interests need to be your actual hobbies and interests as there are ways to verify these

VERY IMPORTANT: Keep your social media posts clean



LET'S START



START WITH YOUR PERSONAL DETAILS

- Name and Surname
- General Location (i.e. Cape Town / Johannesburg / Durban, etc.)
- Contact Details (email address & cell number)
- ID number (If you are an SA Citizen - does not necessarily have to be the full number e.g. XXXXX****XXX)
- Gender



Curriculum Vitae



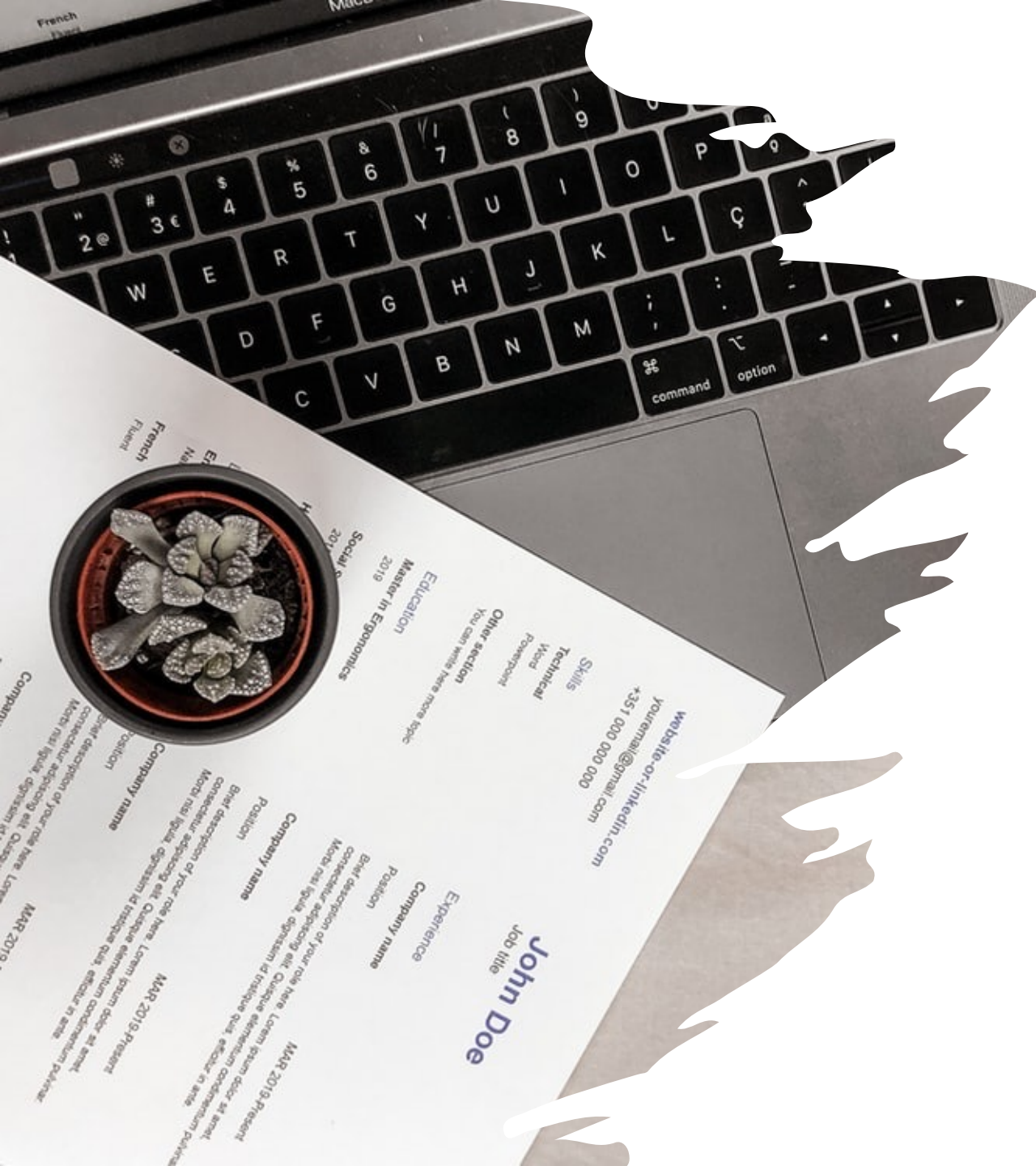
Name: Cathy Smith

Location: Cape Town

Contact Details: email – cathysmith@gmail.com / cell – 0843439281

Gender: Female

ID Number: 920531****082



NOW FOR THE QUALIFICATIONS

- List Highest School Qualification
- List all Tertiary Qualifications
- List all Certifications
- Include your skills matrix if you have one

Qualifications

1. Saneo High School, Matric (2010)

Subjects: English, Afrikaans, Maths, Physics, Art, History, Economics, CAT

2. Cape Peninsula University of Technology

National Diploma in Business Administration (2013)

(list subjects here)

3. Cape Peninsula University of Technology

B.Tech in Business Administration (2015)

(list subjects here)

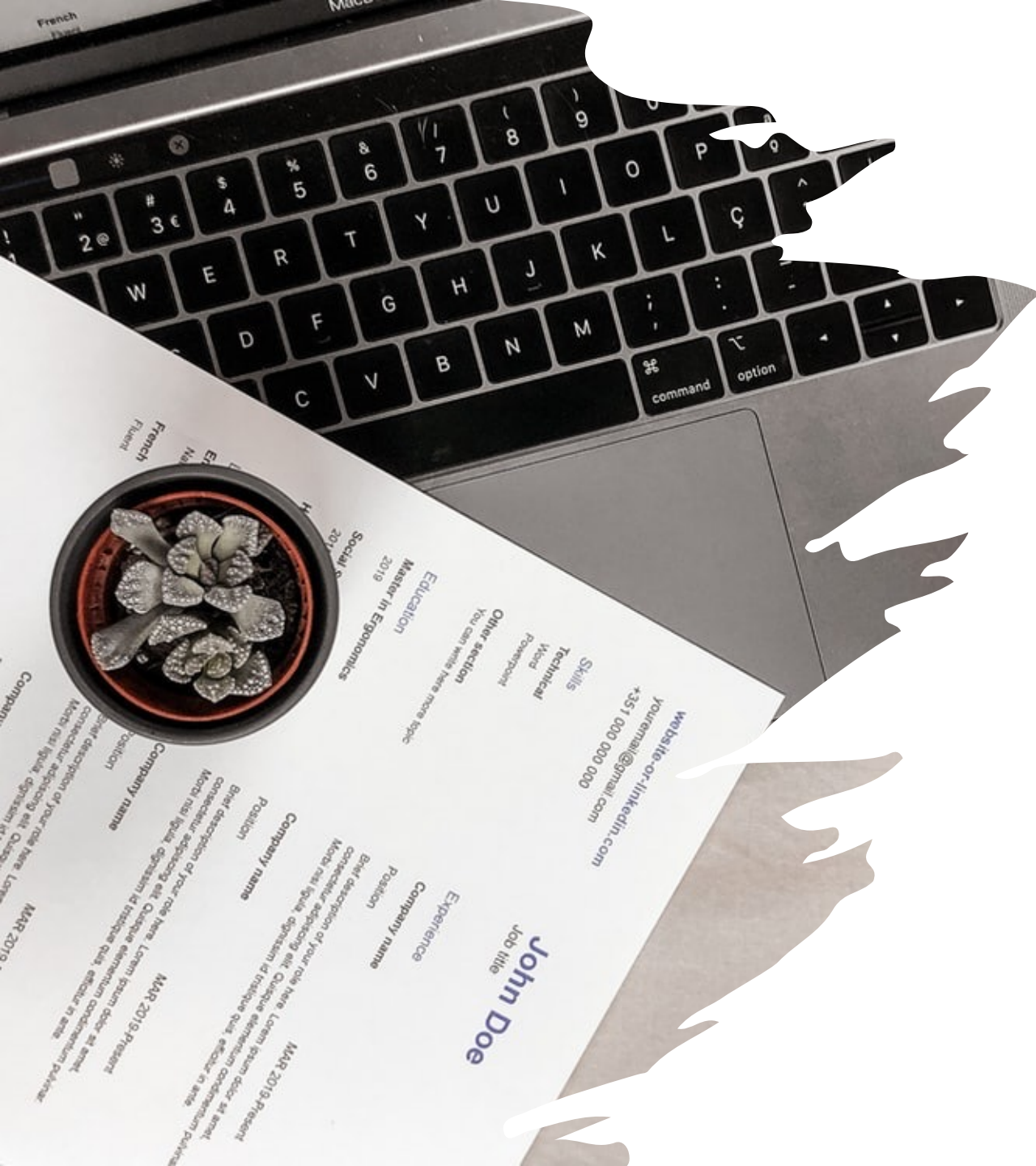
Qualifications

CERTIFICATIONS:

1. University of Cape Town: Certificate in Project Management - 6 weeks (2015)
2. Faculty Training Institute: Business Analysis Diploma - 1 year (2017)

SKILLS MATRIX:

MS Word Intermediate	10 years
MS Excel Intermediate	10 years
MS Powerpoint Intermediate	10 years
PM Bok	3 years
ITIL	3 years

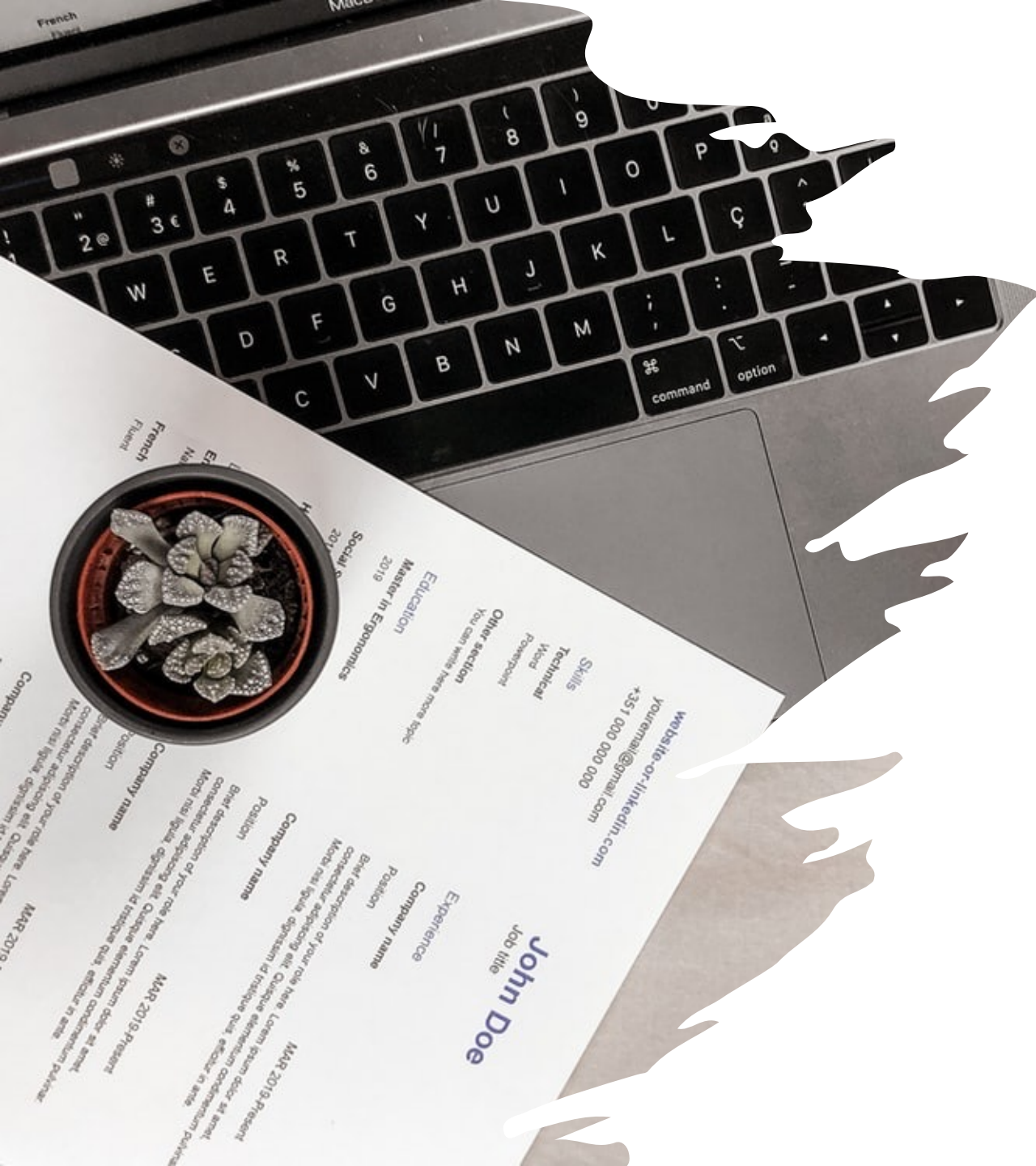


WORK EXPERIENCE

- List work experience from the most recent position to your first job
- Remember to include your job title, company name, start and end dates and to list your duties
- Include a reason for leaving if you have one

Experience

1. Company: Danish Schemes
Job Title: Business Analyst
Dates: June 2018 – Current
Duties: List duties here
2. Company: Swordfish Retail
Job Title: Junior Business Analyst
Dates: February 2016 - May 2018
Reason for leaving: Career Growth
Duties: List duties here
3. Company: Waytech
Job Title: Business Analyst Intern
Dates: July 2014 – January 2016
Reason for leaving: XXXX
Duties: List Duties here



REFERENCES

- You can either include your list of referees here or indicate that you will provide them upon request
- If you decide to list your referees, include their name and surname, job title, company, email address and contact number. Remember to ask their permission before listing their details.

References

1. Albert Einstein
Senior Business Analyst
Danish Schemes
Email: AlbertEinstein@danish.com
Cell: 0859253323
2. Albert Einstein
Senior Business Analyst
Danish Schemes
Email: AlbertEinstein@danish.com
Cell: 0859253323