

Curriculum Vitae



❑ Chronological CV

(work experience organised chronologically)

❑ Functional CV

(describes functions or areas of skill)

❑ Targeted CV

(aims at a specific job)

❑ Capabilities CV (Internal)

(focuses on actual need within an organisation)

CV structure

Standard practice:

Contact details at top of CV along with name

Address :

Letter heading type or linear format

Headings:

Profile and / or key skills

Education (and training)

Career history

Interests

Additional information

+ other headings if necessary

Purpose of CV

CV = personal marketing document, ad for yourself

Main aim : get an interview

Recruiters : scan CVs - pick best - read
pick the very best - interview

Personal profile

Personal profile = essential part if not a long career

!!! Match your qualifications to their requirements

experience

aptitudes

personality

career aspirations

!!! Create impact, highlight best attributes

Achievements

Previous work activities (paid, unpaid, voluntary)

Mention all worthwhile experience

Each position: brief outline of duties +
achievement

List experience gained

Mention every skill acquired (makes you productive
more quickly, cheaper to train, able to bring in new
ideas)

!!! QUANTIFY achievements

Educational history

First: highest qualification

+ minor qualification

Decide what to include / record everything relevant /

School + vocational qualifications

University (!describe degree profile)

Referees and references

Names and addresses of two referees

1 professional

1 academic

- At least one referee who knows you in a working capacity
- Second referee – someone from college

!!!Ask before naming someone as your referee

Electronic transmission of CV

If time vital: CV sent as a fax copy

Cover sheet:

- ✓ Details of addressee
- ✓ Details of organisation
- ✓ Your contact details
- ✓ Purpose of fax
- ✓ Date
- ✓ Number of pages transmitted
- ✓ Any relevant remarks

E-mail CV

CV sent as attached file, not directly into
'compose' section

!!! Introductory page

'Please find attached a file containing my CV and a
covering letter as requested by ... '

!!! Follow up by a well-printed hard copy sent
through the post