

# Curriculum Vitae

A CV is a marketing material for your services as an employee. It needs to sell and tell people you got the right skills, qualifications, qualities and knowledge to excel in the role and win you interviews.

## Sections to include in your CV

1. **Name and contact information.** Place them at the top of your CV, so that employers can easily get in touch with you. Avoid information like sex, marital status, nationality, age and religious affiliation on your CV.
2. **Personal statements/profile.** A punchy sales pitch of your key experiences, skills and achievements to reel readers in.
3. **Skills Section.** A bullet pointed snapshot of your abilities i.e. proficient in the use of all Microsoft applications.
4. **Work experience.** A well-structured list of your relevant work experience with different organizations or companies.
5. **Education.** An overview of any relevant qualification or professional training you have. It should be listed in chronological order.
6. **Hobbies and interest.** A short description of any relevant hobbies or interests (optional). Good for those with no experience.
7. **References.** These are our supervisors at our job locations. Avoid writing using individuals who are not your supervisors as your references.

## How to write an effective CV profile.

Effective CV profile. The profile is the introduction paragraph that seats on top of your CV and its aim is to hook recruiters attention when there open up your CV, so to make sure their stick around to read the whole of it. Remember a recruiter's inbox is always full of applications. The following are the steps of writing an effective CV profile;

1. Keep it brief
2. Keep it high level
3. Tailor to target jobs
4. Don't use cliché terms
5. Sell yourself. Talk about your achievements

### **Information to put in your CV profile**

It defers to your profession and the job you are applying for. For High level over view your;

1. Skills
2. Knowledge
3. Experience
4. Type of companies you worked for
5. People you support
6. Role specific skills

### **Golden tips for CV writing**

- Simple font i.e. arial or Tahoma
- Simple color scheme. Black text with white back ground
- No photos or imagines
- Clearly divide section with bold heading and border as well
- Break text up with support paragraph and bullet point.
- Maximum 3 to 4 pages
- Easy to read CV
- Focus on any previous achievements you have gained that show you can add value to the organization
- Get your CV proofread before you send it off
- Focus on using active language when writing your CV
- References

### **NOTE (Charges Apply)**

- I write CVs for individuals with little or no experience such as School leavers, Graduates, Never had a job and only had part time jobs.
- I review and proof read CVs
- I also give guidance on how to prepare for oral interview

For more details contact me on;

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