

Guidelines For Preparing A CV

Prepared by the KNUST CSC for student use

Below are instructions to guide students in drafting their CVs.

- The recommended font is **TIMES NEW ROMAN**
- All texts including subheadings should be in **font size 10** except for your **FULL NAME** which is set for **font size 14**.
- Please clear sections of the CV that you do not have content for e.g. if you do not have any work experience, kindly delete the **WORK EXPERIENCE** header.
- Please fill in your Full Name (**surname first**), email address, and a URL link to your LinkedIn account.
- Please ensure that your LinkedIn account is active, well done, and accessible
- For the first section. Please write an introduction of yourself. This could be a summary of your achievements, strongest attributes/strengths, or career objectives.
- The 'Education' section should have only your **undergraduate, postgraduate and Senior High School qualifications**.
- Your achievements should include **specific accomplishments** such as excellence awards, public recognition and certifications for exceptional display of skill and talent in a role.
- Projects/ Research Experience should include written articles, thesis or dissertation worked on by the student or with a group of individuals
- Professional Development and Training comprise all training programs, workshops and symposia attended by the individual.
- The Leadership Experience section should include all leadership roles the individual has held.
- Work experience should include roles performed in organizations. It could be internships, attachments, or part-time/full-time roles occupied by the individual.
- Voluntary/Extra-curricular activities are the non-academic activities performed that build certain transferable skills in individuals. Voluntary work performed as an act of service to an organization should be included in this section.
- Skills and competencies should include hard and soft skills unique to the individual.
- Referees should be people who can attest to your qualifications, competencies and credibility. They may be lecturers, former employers, and supervisors. This section should include the following details of references
 - **FULL NAME**
 - **CURRENT ORGANIZATION**
 - **POSITIONS HELD**
 - **TELEPHONE NUMBER**
 - **EMAIL ADDRESS**