

◇ 1. Contact Information

- Full Name
- Professional email address (e.g., name@gmail.com)
- Phone number (with country code: +27)
- LinkedIn profile (optional but preferred)
- Location (e.g., Johannesburg, Gauteng)

◇ 2. Professional Summary

- 2–4 sentences summarizing your experience, skills, and career goals
- Includes **industry keywords**
- Customized to the job you're applying for

◇ 3. Skills Section

- 6–10 **relevant** hard and soft skills listed
- Includes **job-specific** tools, platforms, and systems (e.g., Sage Pastel, SQL, AutoCAD)
- Incorporates **South African terminology** if applicable (e.g., B-BBEE, POPIA)

◇ 4. Work Experience

- Job titles are clear and accurate
- Each role includes:
 - Company name and location
 - Dates of employment (month/year)
 - 3–5 bullet points highlighting key duties and achievements
 - **Action verbs** (e.g., Led, Improved, Reduced)
- Results quantified (e.g., “Increased sales by 25%”)

◇ 5. Education & Certifications

- List of degrees with institutions and dates
- Relevant certifications included (e.g., PMP, SAICA, AWS)
- Local qualifications (e.g., NQF level, Matric, etc.) mentioned if required

◇ 6. Formatting & Design

- Max 1–2 pages (unless senior/executive role)
- Clean, readable font (e.g., Calibri, Arial, Helvetica)
- Consistent formatting (headings, bullet points, alignment)
- No photos, unless explicitly requested
- File saved as PDF (unless instructed otherwise)

◇ 7. ATS Optimization

- Keywords from the job description included
- No headers/footers with critical info (ATS may not read these)
- No images, text boxes, or graphics
- Simple section headings (e.g., “Work Experience,” not “Where I’ve Worked”)

◇ 8. Final Checks

- Spellcheck and grammar review completed
- Peer review or mentor feedback received
- CV tailored for **each job application**