

# HEADING

Use your full name as your heading to avoid the cliché of using 'Curriculum Vitae' on your CV, as your heading. This will make the reader attracted to read it as he/she already knows that it is a CV.

---

## CONTACTS

Include Your Email Address and Phone Number

---

## CAREER OBJECTIVE

Write out what your objective for your career is. (Ensure that it is realistic) e.g. Work in an H.R. environment that challenges me to continue learning at the same time is able to help and learn as much as I can from my peers. To create a workspace for continual growth with opportunities for advancements

---

## EDUCATION

In the education section, write down your qualifications, from the most recent one. I.e. if you have a Bachelor's Degree, Master's Degree and a Diploma, begin with the Master's Degree followed by your Bachelor's Degree then finally your diploma

Year	<b>Institution</b> ) Course Pursued
Year	<b>Institution</b> ) Course Pursued

---

## WORK EXPERIENCE

In this section, list down your employment history, again starting from the most recent. List all the duties that are relevant to the particular job you are applying for. Make sure that you list the most recent positions if you have held several jobs, to avoid the length of your CV from getting too long

Month/Year to Month/Year

**Company**  
**Position Held**

**Duties:**

) Duty  
) Duty

---

Month/Year to Month/Year

**Company**  
**Position Held**

**Duties:**

) Duty  
) Duty

---

**TECHNICAL SKILLS**

As an IT professional, your technical skills are essential to showcase on your CV. List any programming languages, operating systems, software, or hardware that you are proficient in. If you have experience with a specific technology that is relevant to the job, emphasize it in your CV.

---

**ACHIEVEMENTS**

Employers are interested in candidates who have a proven track record of success. Use your CV to highlight specific achievements, such as successful projects or solutions you have implemented. This will give potential employers a clear understanding of the value you can bring to their organization

You can also Include Any Other Volunteer Work/ Trainings that you may have done

---

**HOBBIES**

You can include your hobbies, (make sure that they aren't absurd) your volunteer work, any other training that you may have undergone and the languages you speak.

) Reading & Writing  
) Travelling & Exploring

) Volunteering  
) Cooking & Baking

---

**REFEREES**

In this section, list down your referees, they can be your lecturers, past employers, supervisors etc.

Make sure that the people listed on your CV are aware that you have used their details on it. Also, don't use your family members and friends on your CV.

NAME OF PERSON  
POSITION THEY HOLD  
COMPANY  
PHONE NUMBER  
E-MAIL

