Your address could also be in table format underneath your name and surname.

Your email address should be professional. Avoid nicknames.

Basic Curriculum Vitae Example

Curriculum Vitae - Donald Sunter

P.O. Box 2526 · Polokwane · 2069 · 073 555 9897 · dsunter@onetwo.co.za

Personal details

Font should be easy to read, size should be between 10 and 12. Avoid colour.

ID number:	891211 5586 225
Date of birth:	11 December 1989
Nationality:	SA Citizen
Languages:	English, Tswana, Afrikaans
Driver's license:	Yes Code 10

Objective

An objective gives focus to your CV – the reader will know immediately what you are looking for and if you are a good candidate for the advertised position.

Educational Background

Tertiary education:

Institution	**Degree**	**Date of completion**
Subjects:		

Institution		**Date of completion**
Subjects:		

Secondary education:

School	**Grade**	**Date of completion**
Subjects:		

Make sure you include the institution, degree, date of completion and main subjects. Start with the most recent qualification. It might not be necessary to include the school subjects. The older you are, the less important your school information will become.

Demo Version

Relevant experience

Work experience

Job Title	**Month/Year – Month/Year**

Recent Employer Name, City, Province
- List your most relevant accomplishment for this job.
- Another accomplishment which is related to the target job qualifications.
- Name a skill perfected and required for the target job.

Job Title	**Month/Year – Month/Year**

Employer Name, City, Province
- State a global summary of the scope of the job and add your proudest accomplishment as it relates to the target job.
- State another accomplishment which is relevant to the qualifications needed for the target job.
- Name a skill perfected and required for the target job.

Highlight briefly how your skills and abilities fit the vacancy.

Organise your experiences in categories.

Leadership experience

- List activities where leadership has been developed.

Demonstrate that you understand the nature of the job being advertised and explain why you want to work in that area.

Computer skills

- Microsoft Office, Adobe PageMaker, Adobe Illustrator, Adobe Photoshop, Dreamweaver, Unix, Linux, Oracle.

Community involvement

- List all relevant community projects.

Conference Papers (If applicable)

It is absolutely vital that you separate conference papers and presentations from published works. If you have only given a few of each type of paper, it may be better to group them together. Use your judgment.

Publications (If applicable)

This section typically appears near the end of the CV, followed only by the list of references.

Interests

- Enjoy reading travel magazines.
- Avid writer/photographer with the goal of writing and photographing travel destinations.
- Participate in outdoor activities, including hiking, canoeing, backpacking and skiing.

References

A list of 3 people who are providing the reference letters that accompany your application. Always ask an individual to be a reference for you prior to mentioning his/her name to prospective employers. Prepare a list of three references to provide at the interview. This list should include name, title, employer, address, telephone number and e-mail address.

Be concise. Continue revising and fine-tuning your resume. Proofread!

Ensure that your CV is well spaced and visually attractive.