Follow these best practices as you prepare and perfect your CV. You will notice as you are exposed to more CVs that the format and structure can differ depending on the industry and the person. To start you off in the design of your CV, we recommend following the format that Adam followed. We’ve created a template to get you started and we recommend that you follow this template and format to start with. As you gain more experience and develop your CV writing skills, you may choose to use another template, or create your own, but the key is to remember that the standard sections will generally remain the same.

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| **Resume Section** | **What to Include** | **Best Practices** |
| Contact information | * Name and Surname * Phone Number * Address * Email Address | * A professional email address includes some form of a candidate’s first and last name without any informal or irrelevant language included. * Depending on your field you may also include: Social Media Handles, Web Addresses, License Information. * Don’t include:   + Nickname   + Second Phone Number   + Your Current Work Email   + Date of birth   + Marital Status   + Race or Gender   + Photo |
| Education | * Name of School * School’s Location * Year Graduated | * List your education in reverse chronological order means to list the most recent educational experience first. |
| Experience | List and describe all professional experience including:   * Internships * Part-time, full-time or temporary work * Freelancing * Independent projects   If you haven’t had any work experience yet, include all paid and professional experience:   * Roles in student organisations * Practicums * Unpaid internships * Volunteer experience | * Detailed but brief descriptions of each job should be provided. * Each job responsibility should begin with an action verb. * Dates for each job should be included. * Past experiences can be listed in reverse chronological order or in order of significance (with the ones that are most closely related to the job). |
| Additional skills and certifications | * Name of Certification * Name of Certifying Body or Agency * Date Certified * Location (If Applicable) | * List your skills starting with your strongest skill. * Be concise and brief in your description of skills. * This is one of the first things a hiring manager looks for when doing a quick scan (remember this can be as little as 6 seconds!). * Ensure your skills match what they’re looking for in the job posting. |