

computer skills, language skills, supervisory skills ect.

## REFERENCES

Name :  
Company :  
Position Held :  
Contact Details :  
Repeat for more referees. Remember that the maximum is three.

## PERSONAL DETAILS

Surname :  
First Name/s :  
Identity Number :  
Residential Address :  
Telephone (Home) :  
Telephone (Work) :  
Cell Number :  
Languages Spoken :  
Drivers Licence :

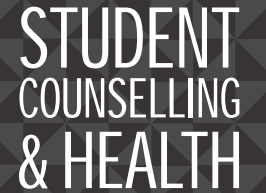
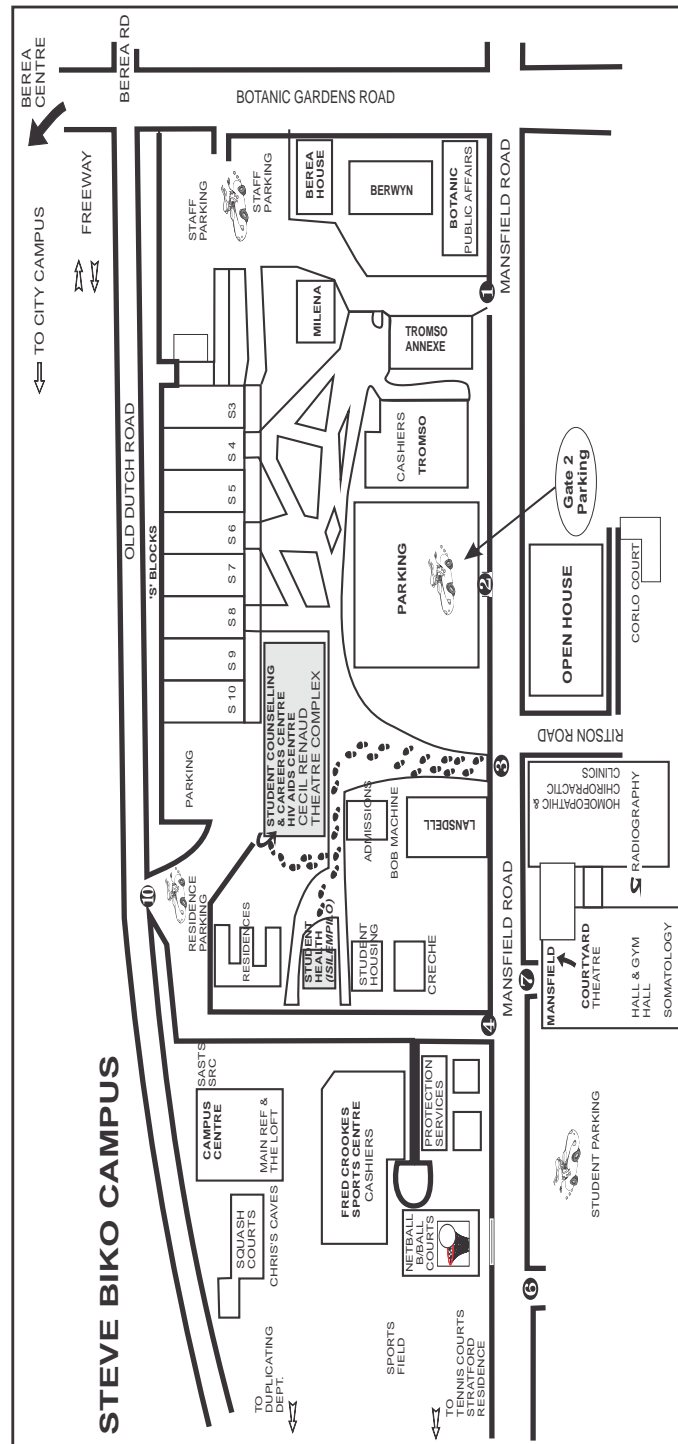
Should you require further information or assistance in compiling the Winning CV, please contact the Careers Resources Centre at the Student Counselling and Health Centre.

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This is the initiative of the  
Student Counselling and Health Centre  
Durban University of Technology  
Lower Library Complex – Steve Biko  
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# CV Writing Skills



## CV WRITING SKILLS

### MAKE YOUR CV STAND OUT, BEAT THE COMPETITION

- Your Curriculum Vitae (CV) can greatly increase your chances of employment. Thousands of CV's float around the job market everyday, many of which compete with yours.
- Where a CV gives you a 30 percent chance of securing a job, coming face-to-face in an interview situation with a prospective employer increases your chances of getting the job by 40 percent. The role of your CV is to generate enough interest and excitement for organizations to want to interview you.
- Look at the first page of your CV. Does it begin with your personal profile: "married, two children, code 8 drivers licence, hobbies: surfing the net"? Your chances of securing a job interview using this strategy are severely limited.
- Organizations of the 21st century are looking for the 21st century CV design that tells them that you are innovative, creative, effective and, above all, that you are different from everyone else.
- Good CV design begins with a paragraph on:
  - Number of years of working experience
  - Titles held
  - List of organizations and industries you have worked with

- An outline of your education especially post-graduate like BTech
- If you have little or no experience, include your academic results especially if they were exceptional.
- Include your technical skills (especially the skills required of the job you are applying for).
- Include membership of professional bodies if they are relevant to your industry, eg HPCSA for health professionals.
- An outline of your achievements and accomplishments.  
Most CV's describe activities instead of results. What employers are looking for is the impact of your achievements in the organization.
- Include excellent references, quoting the reference verbatim – attach a copy of a motivational letter.
- For job seekers with no or little experience, this new CV strategy can be adapted, emphasize the following:
  - Transferable skills such as life skills, leadership skills, team building etc offered by the Student Counselling and Health
  - Applied skills learnt through various community projects such as Habitat for Life
  - Participation in University student bodies such as the SRC / Clubs and Societies.
  - Voluntary employment eg Peer Helpers Program.
  - Part-Time employment eg Waitron, Sales, etc.

## CURRICULUM VITAE

### EDUCATIONAL BACKGROUND

#### TERTIARY

Name of Institution :  
Diploma/Degree :  
Level Of Study :  
Major Subjects :

#### SECONDARY

High School Attended :  
Highest Grade Passed :  
Year Completed :  
Subjects Passed :

### OTHER COURSES COMPLETED

#### WORK EXPERIENCE

##### CURRENT EMPLOYER

Name of Company :  
Type of Industry :  
Period of Employment :  
Position Held :  
Duties :  
Reason for Leaving :

##### PREVIOUS EMPLOYER

Name of Company :  
Type of Industry :  
Period of Employment :  
Position Held :  
Duties :  
Reason for Leaving :

#### DEVELOPED ABILITIES

This will include skills that you have developed and how they can be used in the position that you are applying for. These can include