

CV TIPS

CV Checklist

There are a few criteria that recruiters/agencies always look out for to simplify their selection process. Needless to say, should this criteria not be included in your CV, then your application will most likely not make the cut. For a better outcome when applying for jobs, always make sure that these items are included on your CV:

PERSONAL INFORMATION

Full personal profile

(Name, address, transport, etc.)

Contact details

Current location

EMPLOYMENT HISTORY

Company name

Duration of employment

(month and year of start and finish)

Full duties and responsibilities

Reasons for leaving

EDUCATION

Qualifications and year obtained

REFERENCES

Name of contact person

Name of company

Company contact details

