

TEL: +27 21 577 1239 FAX: +27 21 577 1238 EMAIL: admin@gracestaffing.co.za WEBSITE: www.gracestaffing.co.za ADDRESS: Atlantis Foundries Business Park William Gourlay Road Atlantis Industrial, 7349

## 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









linkedin.com/gracestaffing

twitter.com/gracestaffing instagram.com/gracestaffing