

# ONE Example of a CV

Remember one size does not fit all

See below examples and notes under each heading

## Palesa Naidoo

**(No cover page, just your name, and exclude the word Curriculum Vitae)**

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*(Date of birth, marital and health status and nationality not necessary under equity legislation.*

*But you may choose to put nationality if there are visa/work permit implications)*

### ❖ [Heading] OBJECTIVE/PERSONAL STATEMENT

#### Notes:

- This is optional, and usually not necessary as a graduate, but if you choose to include it, be specific and concise about your goal and intention. It should be no longer than 4 bullet points
- Could be appropriate for students or graduates with extensive work experience

### ❖ [Heading] EDUCATION

#### Example:

2015	Bachelor of Arts (Honours) in Sociology	University of Cape Town (UCT)
2012-2014	Bachelor of Arts (Sociology & Media Studies)	UCT
2011	National Senior Certificate	South Peninsula High School

#### Notes:

- Most recent qualifications first
- If you completed a thesis or major project that may be relevant, include the title
- You could mention academic achievements here, or a later separate section

### [Possible Subheading] Other Training

#### Notes:

- You only include this if you have any to show and it is relevant
- The formatting must make it clear that it is a sub-heading
- Any non-degree or additional courses or training if relevant to your application

### ❖ [Heading] ACHIEVEMENTS/ROLES OF RESPONSIBILITY/LEADERSHIP/COMMUNITY WORK/CULTURAL ACTIVITIES/SPORT *(choose category/categories that fit your experience)*

#### Notes:

- Group activities together to avoid repetition e.g. UCT Basketball Team (2011-2013) rather than mentioning it under each year
- Post-matric experiences are important, but you can include school activities *that are not too far back*

### ❖ [Heading] WORK EXPERIENCE

#### Example:

June 2013	Waitress	Brian's Burger Palace
Dec/Jan 2012	Receptionist	Feed the Hungry (NGO)

- Feed the hungry runs feeding schemes at township day care centres and shelters
- Responsible for food orders, client communication and logistics of daily soup kitchens



### Notes:

- Work experience can be *full-time, part-time* and voluntary
- Also include information about a business of your own, or working in a family business
- Use reverse chronological order
- Briefly describe the organisation and/or responsibilities if they are not obvious from the job title
- Some of what you might bullet here could also provide material in your skills section
- Avoid repetition in both sections

### ❖ **[Heading] PUBLICATIONS & CONFERENCES**

Notes: Include if appropriate to your application or if you are applying for an academic position

### ❖ **[Heading] MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS**

Notes: If you belong to professional associations or societies, include a chronological list of them here.

### ❖ **[Heading] SKILLS**

**Example:** Teaching and facilitating (**sub-heading** appropriate to you)

- Tutor for 5 **first-year** Sociology 1 classes (**your evidence**)
- Facilitate 20 **Grade 11's** for extra Maths lessons every week

### Notes:

- Your skills section should be relevant to the opportunity *for which you are applying*
- Think about your different roles and responsibilities and the skills you used
- Can you provide **evidence** for these?
- Use examples from different areas of your life to demonstrate how you transferred and applied your skills
- Avoid using more than three sentences or bullets or long narratives to provide evidence for a skill.

### SOME TYPICAL RELEVANT SKILLS CATEGORIES

Communication; Interpersonal; Teamwork; Leadership; Problem Solving; Project Management; Organisation and Management; Teaching and Research; IT/Computer Literacy; Technical; Numeracy; Business; Entrepreneurial; Adaptability/Flexibility

- Where appropriate group similar skills, or **sub-skills** in a single category. For example, languages, public speaking and debating along with writing skills could all fall under the heading, communication
- *The Careers Service has resources to help you identify your skills*

### ❖ **[Heading] Hobbies & Interests**

### Notes:

- You may choose to mention additional experiences, hobbies, activities, community involvement (social, family, religious, political), travel, sports or leadership positions not covered elsewhere in your CV
- Avoid including generic information such as 'reading', 'socialising', or 'watching TV'
- Where relevant, also include date information or timelines

### ❖ **[Heading] Referees**

**Example:**

Prof Percy Plant, Head of Department, Botany, UCT: [percy.plant@uct.ac.za](mailto:percy.plant@uct.ac.za); 076 4264912

### Notes:

- Your referee should know you fairly well, and must have agreed to serve as your referee.
- Ask a referee beforehand for permission, and give them an idea of the position you are applying for.
- Ideally you should include at least two referees, none of which should be a friend or family member.
- Include their name, position, organisation and contact details. At least one of them should be able to comment on your recent academic performance.
- **Two lines** should be sufficient to list a single referee's details. (see example **above**)

