

## A GUIDE TO CREATING AN EFFECTIVE CV

Creating a CV can be a simple and straightforward process. Follow these steps to ensure your CV is professional and effectively showcases your skills and experience:

**YOUR NAME:** State your full name at the top of the page.

**Job Title / Designation:** Clearly state your current or desired job title.

**Contact Information:**

**Phone:** Include a professional phone number where employers can easily reach you.

**Email:** Use a professional email address (e.g., firstname.lastname@email.com).

**Location:** Mention your city, province, and area code to give a sense of where you are based.

**Online Portfolio / Professional Website (Optional):** If you have an online portfolio such as on LinkedIn or a professional website, include the link to showcase your work.

### PROFESSIONAL SUMMARY

This section should be a brief overview of who you are as a professional. Include:

The number of years of work experience you have.

Key accomplishments that highlight your expertise.

Top skills and strengths that align with the job you are applying for.

**Example:**

Results-driven marketing professional with 5+ years of experience in digital marketing, social media strategy, and content creation. Proven track record of increasing online engagement by 30% and leading teams to successful project completions.

### EDUCATION

List your most recent or relevant educational qualifications.

**Degree Type, Major (if applicable):** Include the name of your degree and major.

**Start - Completion Dates:** Mention the start and end dates of your education.

**Institution Name:** Include the full name of the institution where you obtained your degree.

**Example:**

*Bachelor of Commerce, Marketing Major, 20/06/2018 – 20/06/2021 (Type the dates in full i.e. day/month/year)*

*University of Johannesburg*

### EXPERIENCE

List your professional experience in reverse chronological order (start with the most recent first).

**Title, Company Name:** State your job title and the name of the company.

**Start Date - End Date:** Include the duration of your employment.

**Responsibilities and Achievements:** Use bullet points to describe what you did, how you did it, and the outcomes or results.

**Example:**

*Marketing Coordinator, ABC Textiles | January 2022 - Present*

*Developed and executed social media campaigns, increasing follower base by 25%.*

*Coordinated with cross-functional teams to ensure timely delivery of marketing materials.*

## **SKILLS AND ATTRIBUTES**

Highlight your relevant skills and attributes that make you a strong candidate.

Include skills such as Project Management, Time Management, Conflict Management, Collaboration, and Teamwork.

## **LANGUAGES (OPTIONAL)**

If you speak multiple languages, include them here.

**Example:** English – Proficient (Native), isiZulu – Intermediate or Conversational

## **ACHIEVEMENTS/AWARDS/RECOGNITIONS/VOLUNTEER WORK (OPTIONAL)**

List any awards, recognitions, or volunteer work that is relevant to the position.

**Example:**

*Volunteer Coordinator, Community Outreach Program, June 2023*

*Employee of the Month, ABC Textiles, March 2022"*

Remember to tailor each section to the job you are applying for, focusing on relevant experiences and skills that match the job description. Your CV should be clear, concise, and well-organised to make a strong first impression on potential employers. Follow the template provided to create your ATS CV.