

DRAFT CURRICULUM VITAE (CV)

NB: Make sure your style and font are consistent throughout

NAME:

ADDRESS:

EMAIL:

TELEPHONE/MOBILE:

RESIDENT (Permanent, Tourist or Temporary Visa etc only to be noted if necessary.):

WORK EXPERIENCE SUMMARY (*most recent and in descending order, include month and year*):

1. Dates from and to, Company name & Location (Sydney for e.g.): Position: (Title)
2. Dates from and to, Company name & Location (Melbourne for e.g.): Position: (Title)
3. Dates from and to, Company name & Location (London for e.g.): Position: (Title)
4. Dates from and to, Company name & Location (Paris for e.g.): Position: (Title)
5. Dates from and to, Company name & Location (Paris for e.g.): Position: (Title)
6. Dates from and to, Company name & Location (Paris for e.g.): Position: (Title)

Overview of Key Strengths, capabilities, core competencies and achievements:

A paragraph or two highlighting the above points.

Below is detail of career time lines including companies, titles who you reported to in position only (not name) your responsibilities and achievements.

WORK EXPERIENCE:

Job 1 – Dates (month & year from and to), Name of Company, Title, Reported to (Title such as Managing Director, as an example):

Responsibilities: Ensure responsibilities are well thought out clear and concise yet provide enough detail

- Xxxxx
- Xxxxx
- Xxxxx
- Xxxxx
- Xxxxx
- (*use as many bullet points as needed*)

Achievements: *These should be quantitative achievements beyond what is expected on a day to day basis*

- Xxxxx
- Xxxxx
- Xxxxx

Job 2 – Dates, Name of Company, Title, Reported to (*Title such as Managing Director, as an example*):

Responsibilities: *Ensure responsibilities are well thought out clear and concise yet provide enough detail*

- XXXXX
- XXXXX
- XXXXX
- XXXXX
- XXXXX
- (*use as many bullet points as needed*)

Achievements: *These should be quantitative achievements beyond what is expected on a day to day basis*

- XXXXX
- XXXXX
- XXXXX

NB: Continue to put the most recent work experience down in the format provided above, covering the past 15 - 20 years (if necessary) then provide only a brief overview of prior work experience

EDUCATION:

- Date or Year, Institution, Degree or Level Attained (Certificate etc.)

OTHER COURSES/PROFESSIONAL ASSOCIATIONS:

- Date or Year, Institution, Course Achievement and/or Name of Professional Association

LANGUAGES:

- *Only include this section if you speak a language/languages other than English. Make sure you highlight your level of fluency using terms such as notions, conversational, fluent, first language etc.*

COMPUTER SKILLS:

- *Level of proficiency across certain software packages and or point of sale retail systems or in-house management systems*

Your CV should be no longer than three pages ideally with a covering letter. Try to adhere to this; the key is brevity yet extracting important and relevant detail for your prospective employer.