

GUIDELINES TO PREPARING A C.V.

PERSONAL DETAILS

Name & surname
Physical address
Driver's license
Own transport
Availability
Salary expectations
Contact details (very important)

COMPUTER LITERACY

Mention all packages you are literate on and what your main functions were on each computer package

EDUCATION

Secondary:

Highest grade completed
Year completed
School
Location

Tertiary:

Qualification obtained
Institution
Year completed
Duration of studies

Courses attended:

Course title
Year obtained
Duration of course
Institution

WORKING HISTORY

Full working history needs to be accounted for:

Full company name
Dates of employment
Position held
Duties
Reasons for leaving

REFERENCES

3 contactable references