

Ministry of Education, Heritage & Arts

Year 13 Careers Education

CV Writing

You can do this activity in your careers book or any A4 paper and file it in your careers file. If possible keep an electronic copy of your CV.

Prepare curriculum vitae (**CV**) or Resume for yourself. Usually a **CV** should be no more than two A4 pages long.

It must include the following:

Name – as per your birth certificate or your academic transcript.

Contact Information:

This should include your mailing and residential address and your current and working phone contacts (mobile and landline) and if possible your personal email address. Remember the organization you are applying to will try to contact you based on these contacts thus they must be correct and operational.

Personal Statement:

This is an objective that you would like to achieve in your life. It should be realistic and truly reflect your desires, dreams, dedication and commitment.

Education Details:

State your current educational status with your subject areas.

List national examination certificates attained and in which year. Stating marks is not necessary but if marks are high it can be stated to highlight your achievement.

Any other certificates attained from recognized institutions or academic competitions.

Work Experience

Mention any work experience that you attained as a casual or part time worker. You can also mention any volunteer work that you may have also done.

If you do not have work experience at the moment it is okay to skip this from your CV.

Additional Information.

Other Awards

Any skills that you have attained

Your Values

Hobbies

Referees

Provide three referees

- Name
- Position
- Relationship to you - e.g. Subject Teacher
- Their contact details - phone and email

There should be a professional relationship between you and your referee. The referee should know you well to give a good and acceptable reference when needed. It is advised that you should seek permission from the person before stating them as your referee. So if the referees are your teachers you can seek their permission when school resumes.