CV Writing



Important Points

What Font do you use?

Why CAPS?

Start with your full name

Add a really good photo

Professional photo

How you sit / stand

What you wear

What you have in your hand

How you smile







List your Qualifications

- How to present your qualifications
- Mention experience and interests
- Add a date
- Regular updates

Cover Page / Summary Page



Three sentence summary

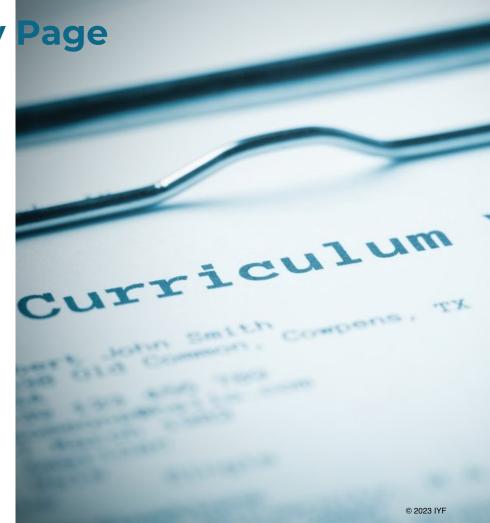


List experience and skill



Focus on ability





Personal Information

Personal Information	
Name:	
Surname:	
Identity number:	
Date of birth:	
Gender:	
Marital status:	
Driver's licence:	08
Home address:	
Tell no	083 393 9991 011 886 2727
Email	proff@infomage.co.za drwynand@gmail.com
Criminal offence:	None
Health:	Excellent



Education

Higher Education Achievements		
Da Vinci Institute	PhD in Management	
XX University	Bachelors in Metaphysics	
YYY Tvet	N6: Business Administration	
CET	Sewing	
BBB Training		
Infomage (Pty) Ltd	National Cert.: Software Development	
Rims (Pty) Ltd	Cert. in Business Management L3 Cert. in Beauty Technology L3 National Dip, Project Management L5 National Cert. Business Advising L6 National Cert. Quality Management L5	
Extramural activities	GYM, Meditation	
Professional memberships	CCMG- Advisory Board	
High School	High School Jan de Klerk Krugersdorp, Gauteng	
Subjects passed	English Afrikaans Mathematics Commercial Law Economics Accountancy	
Leadership roles	Editor of School Newspaper	



Employment

Employment History & Recent Achievements		
Infomage Rims Group		
SkillzBook International		
Gold Rose Investments		
The Learning Corporation Ltd		
Other experience	 Management of retail store at supervisory level Management of liquor store 	
Outside interests	Horse Riding, Gym	



Thank You

