

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	<ol style="list-style-type: none">1) Management of retail store at supervisory level2) Management of liquor store
Outside interests	Horse Riding, Gym

**Thank
You**

