

C.V WRITING SKILLS

What is a C.V?

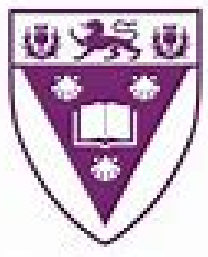
- Stands for curriculum vitae, it is a document used when applying for jobs.
- Summarises your education, skills and experience.

How long should it be?

- Two pages is the minimum and four is the maximum for experienced individuals.
- It should not be long: recruiter might lose interest.

What to include on a C.V

- **Personal information:** full name, address (only city and province), drivers license, mobile number and email address. Your ID number, gender and race are not necessary, unless required.



C.V WRITING

Career objective/Professional Profile:

- Concise statement that highlights your key attributes.
- Usually placed at the beginning of a C.V, it places spotlight on your personal values, goals & career aims.
- A short paragraph (only 5lines) of phrases and descriptions of your qualities and characteristics that you would bring to the workplace.
- It should sell who you are and therefore needs to be persuasive.
- **An example**...An enthusiastic and hardworking professional specialising in...Able to demonstrate... Possesses excellent written and verbal skills and able to work independently as well as work effectively within a team environment.

Education

- List and date all previous education, including professional qualifications and short courses done.
- Place the most recent one first. Include institution, qualification type, and the start and end dates.
- Membership and registration affiliations.



Work experience

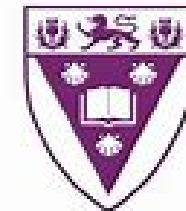
- List your work experience according to the most recent one, making sure that anything you mention is relevant to the job you're applying for.
- Include your job title, the name of the company, how long you were with the organisation and summarise key responsibilities in bullet form.
- It is also important that you include voluntary work.

Skills

- This is where you talk about the foreign languages you speak and the IT packages you can competently use.
- The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims in an interview.
- Give more details or info for skills/requirements that are crucial to the recruiter – this demonstrates your “match” to their organisation.

Achievements

- List or highlight awards,
- Scholarships and special recognition.
- Include date of award,
- Describe what the award recognised, who awarded it



References

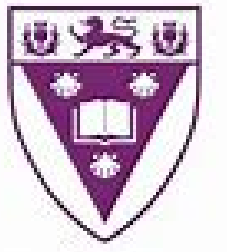
- Include their names, occupation and contact details (email and phone numbers).
- Have at least 2-3 references.



CV format

- Avoid titling the document 'curriculum vitae' or 'CV'. Instead let your name serve as the title.
- Bullet point or list.
- Section headings are a good way to break up your CV.
- Refrain from the use of 'I' - first person.
- Choose something professional, clear and easy to read such Arial, Calibri or Times New Roman. Use a font size between 10 and 12.
- Name the document when saving such as 'Sunday Paledi-CV'.
- Save it as a PDF file unless stated otherwise





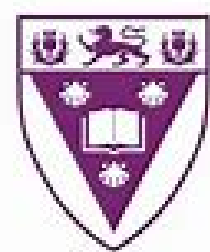
Common mistakes to avoid:



- Poor format and spelling errors.
- Failure to tailor your application: Everything that you include must be tailored to the company and role that you're applying for.
- Lying about or exaggerating your experiences.
- Not providing references that know you professionally.



COVER LETTER



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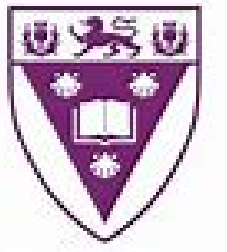
What is a cover letter?

- Document sent alongside your CV when applying for jobs.
- It explains to an employer why you're the best candidate for the job. You do this by highlighting relevant skills and experience.

How should you write a cover letter?

- **First paragraph** -set out why you're writing the letter. State the position you're applying for, where you saw it advertised and when you are available to start.
- **Second paragraph:** highlight relevant experience and demonstrate how your skills match the job requirements.
- **Third paragraph:** what can you offer and why you're suitable for the job, what attracted you to this type of work, or company.
- **Last paragraph:** reiterate your interest in the role and desire for an interview.

Example of a cover letter



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How to address a cover letter

- Dear Mrs Paledi (always try to find the name of the recruitment manager, If you're struggling to find a named contact use the below options).
- Dear Sir/Madam
- Dear Recruitment manager
- Dear Human resources director

How to sign it off

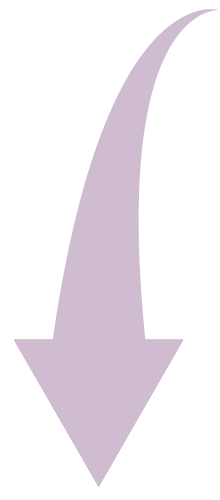
- Your faithfully/sincerely then your name at the bottom.

Common mistakes when writing a cover letter:

- Being overly friendly: avoid writing about your personal life/life story and steer clear of jokes.
- Only focusing on what the company can do for you: also mention on how your skills and experience is going to benefit the company
- Underselling yourself: highlight your accomplishments.
- Copying and pasting a template.
- Not proofreading.

CAREER CENTER

Contact staff for more info



Thobani Mesani

Graduate Recruitment
Coordinator
t.mesani@ru.ac.za



Nasiphi Faxi

counselling Psychologist
n.faxi@ru.ac.za



Sunday Paledi

Counselling psychologist
Mohale.Paledi@ru.ac.za

