



Welwitschia

**NamCareerService by welwitschia.org**

## - Check list: How to write a CV-

This is a check list that is supposed to help you write a successful CV. Go through it and tick each point when done. This list is not complete, however, it should be a guideline that includes the very basics of a CV. You might add things that are not on this list but seem to be relevant to you. You can send your CV to [info@welwitschia.org](mailto:info@welwitschia.org) to have it checked by us after you have gone through this list. You can also pass by our office (address is at the end of the page). Please make an appointment before by sending an e-mail to [office@nam.welwitschia.org](mailto:office@nam.welwitschia.org).

If this check list helped you to improve your CV, please help us by inviting your friends to NamCareerService on Facebook ([www.facebook.com/NamCareerService](http://www.facebook.com/NamCareerService)). We are always glad to see your feedback on our page!

### **A What is a CV?**

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A CV is a summary of your life, i.e. it must contain all relevant information. Relevant information is, for example, a milestone in your life such as Primary and Secondary School, or when it helps the HR manager of a company to get an oversight about you.

### **B Personal Information**

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- Full name included
- Preferred name (e.g. when your first or surname are difficult to pronounce)
- Birth date
- Nationality
- Contact number
- P.O. Box included
- Email address (I chose a professional one!)
- ID number, marital and health status and criminal record not needed if not specifically required
- languages not mentioned here

## C Educational History

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- Primary School included
- began with the most current institution
- Months/Years included (month/year of enrolment and of graduation)
- no need to mention subjects in the CV (attach them as extra document)
- highest qualification mentioned

## D Employment History

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- began with most current
- only most relevant ones mentioned for the job applying
- position included
- maximum three responsibilities per job mentioned briefly
- Months/Years included (month/year you started and ended the job)
- References included

## E Skills and Achievements

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- languages divided in "Speaking", "Writing" and "Reading" and evaluated as "Excellent", "Good", "Fair" and "Basic"
- skills and achievements added that represent me best
- three interests (preferably they refer to the job applying added, e.g. "Travelling" when applying at a travel agency)

## F References

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- only references from "Educational History" added
- other references are included in the "Employment History"

## G Other

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- there are no gaps in my CV, i.e. it covers all years from Primary School up to today
- periods of unemployment mentioned as well (can be labeled as "employment seeking")
- application photo included
- layout consistent (same font and font size, no tab mistakes etc.)
- length is maximum two A4 pages plus a cover page (which is not compulsory)

**Good luck!**