

# Your Name

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## **Personal Details:**

Address

Contact Numbers

E-mail Address

Date of Birth

Nationality

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## **Education:**

Name of Institution, Location

Major completed & Year of completion

Overall GPA awarded

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## **Professional Qualifications:**

*It is a good idea to list any professional qualifications you may have – for example:*

- 2002 Chartered Financial Analyst (CFA) Level 3

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## **Professional Experience:**

*Start from the most recent*

- Commencement date of employment – Present. Company Name, Location  
Job Title
  - *Use bullet points to make your experience stand out from the page and easy to read.*
  - *It is imperative to include keywords to connect relevant experiences that you think may be relevant to the position that you are applying for.*
  - *Always be precise when elaborating your professional experiences, previous related work experience is one of the key things employers tend to focus on.*
  - *This should be the largest section of your CV.*

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## **Skills:**

- Languages spoken (state the proficiency of the spoken language as well; ie: native, fluent, conversational, etc.)
- Computer Skills
- Any other relevant skills to the job

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## **Personal Interest:**

- *Your interests do not have to be very long. You just want to give a good impression of yourself and include anything that you think may help you fit in to a new organization. Team based sports are often good to include as they show you get on with others but you can include anything really.*

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## **References:**

- *References act as a third party endorsement, they are used by hiring managers to reaffirm that you are who you say you are and can do for them what you have claim you have done for your previous employers.*
- *However, you shouldn't state the details of your references on your CV; you can just state "References available upon request". Employers will ask you for details when they are ready to offer you a position.*