

POSITIONS OF RESPONSIBILITIES / LEADERSHIP ROLES

Feb – Aug 2009: Treasurer of xxx
xx University

Responsible for ensuring xxx

Aug 2007 – Jul 2010: Chairperson, xxx
University of xxx

October 2003: Committee Member, xxx

List examples using
Action Verbs! See link
below for list of
action verbs.

EXTRA CURRICULAR ACTIVITIES

Voluntary/Community Service: xxx Children's home

University Clubs/Societies: AIESEC, Debate Club,

Sports: Football, Netball, Rugby

Hobbies: Debating, Travelling, Networking...

Extremely important to list your
university extra curricular activities.
Companies want to recruit well
rounded candidates i.e. "Book Smart"
as well as "Street Smart" candidates.
Tell us what you did at charity, sports

REFERENCES

REFEREES - ALWAYS seek the referee's permission before you list them on your CV.

This is not only polite, but may result in a quicker response when HR depts. contact them.

Name Job Title Address Tel: Email: Not Hotmail, Gmail but work email	Name Job Title Address Tel: Email: Not Hotmail, Gmail but work email	Name Job Title Address Tel: Email: Not Hotmail, Gmail but work email
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CV TIP - CVs for graduates with 0-2 years work experience should not exceed **2** pages

USEFUL LINKS!!! Press links below.

1. [Covering Letter Template](#)
2. [How to increase your chances of making the shortlist](#)
3. [Tips on Job Adverts, Covering Letter and CV](#)
4. [CV TIP – Use Power Action Verbs in your CV](#)