

Make sure email and tel nos. are up to date?

Is this term time/home address?

FIRST NAME, SURNAME

PERSONAL DETAILS

Address: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Phone: +254- xxxxx **Email:** xxxx@yahoo.com
D.O.B: xxx **ID:** xxxx
Nationality: xxx

SUMMARY OF QUALIFICATIONS AND SKILLS

- **Professional qualifications:** CPA, Institute of xxx
- **Post-Graduate:** PhD/MBA/MSc/MA
- **Under Graduate:** BSc in Chemistry/BA in History Second Class: Upper Division achieved/expected?
- **Technical skills :** Microsoft Office: Word (Intermediate), Excel (Advanced), Powerpoint (Basic)
- **Languages:** English (Fluent), Kiswahili (Fluent), French (Basic)
- **Misc:** Clean Driving License.

Do your transcripts support your expected grade(s)?

List technical, software experience as well as languages. Indicate level of expertise/proficiency

EDUCATION

- 2007 – 2011:** University of xxx (Always list graduation or completion dates)
Bsc International Business Administration, Specialization: xxxx
Second Class (xx Division)/ G.P A xxxx
- 2001 – 2003:** xxxx Secondary School
Kenya Certificate of Secondary Education Mean Grade: A-

Reverse chronological order i.e current or most recent qualification first. Also list A'level/KCSE Mean grade(s).

WORK EXPERIENCE **TIP - If you have had jobs/internships that were only 1-3 months, list these and summarise your experiences, rather than listing them all individually.**

- Mar 2010 – April 2013:** Graduate Trainee, ABC Company
Duties & Responsibilities: Responsible for xxx
- Apr 20xx – Nox xxx:** Accounts Assistant, XYZ Company
Duties & Responsibilities: Responsible for xxx
- Sept 2010 –Nov 20xxx:** Clerical Officer, xxxx

Reverse chronological order i.e current or most recent job first. Focusing on most relevant aspect of each job for this particular role. i.e customise your CV mapping yr skills with what each job is looking for.

AWARDS RECEIVED

- **Professional:** Awarded top salesman/woman 2010 & 2011
- **University:** Recognised as top student in Dean's List in 2010
- **Sports:** Captain of football/netball team which won the xx championships for 3 consecutive years.

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 club, etc

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](#)