

A very important document to submit when you apply for a job is your CV.
Keep it as short as possible and only submit relevant information.
Some do's and don'ts below:

Curriculum Vitae

Personal - personal details

Name (Peter MAYER)
Address
Date and place of birth
Gender (male/female)
Marital Status (single/married/divorced/widowed)
Nationality

Profile

Briefly something about you and your career.
What is your current academic status? / What experience do you have? / What are you planning to do or looking for?
2 to 3 sentences.
Try writing abstract 3rd person, avoid using I.

Education

Date from - to Name of the school
Subjects:
What did you achieve?
i.e.
01/01/11 - 30/11/12 Wöhler Secondary School Kassel
Mathematics, English, German etc
School leaving certificate

Work Experience

Date from - to Name of the company
What did you do?
i.e.
11/12/13 - 25/08/14 Adidas Sportswear Berlin
Sales assistant

Skills

Language - language and level, i.e. English advanced (basic, intermediate, advanced)
Computer
Driving

Special Achievements

Any special achievements, i.e. Scholar of the year.

Hobbies and Interests

List your hobbies.
i.e. jogging, singing, play guitar

Community Service

Community service you are doing or what you did.
Date from - to Name of organisation.
What did / do you do?
i.e.
01/10/80 - Benton Football Club
Coach

References

Name and full contact details.
Position of person.
Relation of that person to you.

i.e.

Prof. Jack Mitchel
Head Pharmaceutical Technology
123 Musgrave Ave.
University London
999 London
mj@unilon.uk
+33 (0) 8787 - 87656
Prof Mitchel was one of my lecturers at the University.

Testimonials

Include the names and details of persons.

Date / Place CV was compiled. / Signature

NOTE:-----

Date from - to Name of organisation / school
a) What did / do you do? / b) What qualification did you obtain?
Do NOT include your marks.

NOTE. Always use the first line for the company / school / university name and in the following line what you did or what qualification you obtained.

Date format:

If you have completed something, i.e. : 12/02/2018 - 12/02/2019 (completed in 2019).
If you are still busy with it, i.e. : 12/02/2019 - (still ongoing)
or 12/02/20 19 - to date (still ongoing when the CV was compiled)

KEEP YOUR CV SHORT AND SIMPLE AND EASY TO READ. Try limiting it to 1 Page.

Do not clutter it with irrelevant information.

Do not include your marks unless you have obtained an A (distinction)!

BE CAREFUL WHEN SELECTING A REFEREE: Referees can say a lot of bad things about you!

NEVER EVER LIE!!!!

Whereas you can leave negative aspects about you out of your CV , never include something that is not true.