

Episode 2

Name, Contact, Personal Profile, Education and Training

Slide 1: Mini-Series: Own your CV. Brought to you by UCT Careers Service. Episode 2 Name, Contacts, Profile, Education.

Slide 2: In episode 2 you will learn how to present your name and contact details, personal profile and education and training in a CV. Keep in mind that one size does not fit all.

Let us go through each of the headings

Slide 3: You actually don't use name and contact details as a heading.

Slide 4: Your CV should start with your name at the top. Use the name you are best known as, but no nick names. You don't have to put all the names you have on your ID document, just your first name and surname.

All that is then needed are details of how to get hold of you: Your cell number and your email address. You can also include your LinkedIn profile address or your online portfolio. Street addresses are not required

There is no need to include biographical information, such as your date of birth, race, religion, marital status, health or nationality. Information like this has a potential to expose your application to discrimination, and is not required on a CV.

Examples of how you can present this information: Slides.

Slide 5: This is a summary of your experiences, involvement and achievements.

Slide 6: This section gives you an opportunity to showcase your suitability for an opportunity in a more succinct way. Highlight your best points in relation to what you are applying for in less than four lines.

Slide 7: These are some examples

Here are few examples of Personal profiles

Slide 8: If you are a university student or a recent graduate, start with EDUCATION & TRAINING before the WORK EXPERIENCE section. This will be different if you have extensive full-time work experience.

Slide 9: Start with what you are studying now, that is, in reverse chronological order. For example, if you are doing Bachelor of Arts in Drama at UCT in 2020, that is what you start with not your high school details.

You can decide where to put dates, either on the right or on the left, the key is consistency throughout your CV. State the year you started your degree, e.g. 2019 till present.

Write your degree and institution in full like 'Bachelor of Social Sciences in Psychology and Politics, University of Cape Town, NOT BSocSci Pol & Psych @ UCT.

Slide 10: You don't have to list all the courses that you have done

Example from CV presentation

Keeping the reverse chronological order, state other qualifications you received, up to high school. There is no need to list your school subjects.

It is not necessary to include information about your primary school.

Slide 11: You may have completed other training outside your formal curriculum. For example, an Advanced Excel Course at Udemy Learning Platform in 2019. You can create a sub section of EDUCATION, let's call it 'Additional Training'. The same principles apply, years on one side and start with the most recent.

Example from the CV presentation

Slide 12: Thank you for tuning into episode 2 of Mini-Series Own your CV brought to you by the UCT Careers Service. Be sure to tune into episode 3 where we will be focusing on Activities and Work Experience.