

Mini-Series: Own your CV

Episode 5

Interests, Additional Information
and Referees



CAREERS SERVICE

OWN YOUR FUTURE

What we will
be focusing
on in this
episode



Additional Information



Interests and Hobbies



Referees



ADDITIONAL INFORMATION

The heading
“Additional
information”
can be used



As a catchall for items that do not
fit elsewhere



e.g. participated in four Two Oceans
half marathons



e.g. First Aid Certificate
e.g. Drivers License



Leave this section out if you have
nothing substantial to add

Must I include
interests and
hobbies on
my CV?



You don't have to! However, if done well with appropriate information...



... a prospective employer could get a glimpse of you in other contexts



... could be a conversation starter at the interview

When should they not be included?



When irrelevant and / or unhelpful for the job application e.g. do not include watching series even though it is your favourite activity



When activities are common e.g. walking, reading, socialising

If you cannot give more detail, leave this section out!

Include when unusual or relevant to your application

- 🎯 When applying to a non-profit organisation e.g. Saartjie Baartman Centre, you could highlight your interest in being involved in social justice issues
- 🎯 When applying to a global organisation that prioritises sustainability e.g. Unilever, you could highlight your interest as being a member of an environmental lobby group aiming to reduce carbon emissions worldwide



REFEREES

REFEREES



Referees must be included as they will be contacted if you are shortlisted



Prospective employers want to better understand who you are and your capabilities



Referees will be asked about you and your skills in the context that they have dealt with you



Referees will be asked to verify what is on your CV

Who can you ask to be a referee?

A referee cannot be

- ✗ A peer or friend
- ✗ A family member
- ✗ Your parent, even if you work in the family business

Rather use someone you worked with in the family business or a client



A referee can be

- ✓ Someone in a position of authority who knows you well
- ✓ Tutors, thesis / project supervisors
- ✓ Line managers or work supervisors

X Do not request prospective employers to ask you for referees as this delays the recruitment process

Referees on request



X Do not attach reference letters as employers need info that these may not cover

✓ Use no more than three referees but be guided by what is requested

✓ Contact referees and request their permission

✓ Inform them of each application and send them a copy of your CV

✓ Check their contact details if you used them some time ago

More tips on Referees

- 🎯 Include your referee's name, job title, name of organisation, email address and telephone number
- 🎯 Do this in one line to save space

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Prof John Blogs	Director	UCT School of Languages	john.blogs@uct.ac.za	072 591 5396
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