

A CV or **curriculum vitae** is the first step in your **job search**. It is a marketing tool. When applying for a vacancy you generally first have to send your CV to present yourself to the prospective employer. A CV must contain accurate and updated information. You must specially focus on the structure of CV. It includes Name, Contact information, Objective or Career Summary, Professional Experience, and Professional Experience and a Summary of educational and academic background. It should flow naturally and be easy to read.

The following will help you to write your resume.

- Contracts
- Job Descriptions
- Periodical Performance Reviews
- Letters of Reference
- Letters of Appreciation
- Qualification Certificate's
- Specialist Courses

The following CV template will give you an example of what to include in your CV and shows the appropriate format for a curriculum vitae.

Examples of Curriculum Vitae Template

CONTACT INFORMATION

Name
Address
Telephone
Cell Phone
Email

PERSONAL INFORMATION

Date of Birth
Sex
Nationality

Optional Personal Information:

Marital Status
Place of Birth

EMPLOYMENT HISTORY

List in chronological order, include position details and dates

Work History
Academic Positions
Research and Training

EDUCATION

Include dates, majors, and details of degrees, training and certification

University
School

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations
Computer Skills

AWARDS

PUBLICATIONS

BOOKS

PROFESSIONAL MEMBERSHIPS

INTERESTS

Examples

Shamalee De Silva
Hathagala, Hungama, Sri Lanka.

Email: Samalee@yahoo.com

Tele: (Office)+94-011-000000, (Home)+94-077-000000

PERSONAL DETAILS

Sex : Female
Date of Birth : 28 February 1987
Nationality : Sri Lankan
Languages : Sinhala, Tamil, French, English

EDUCATION

Sep 2008---Present, University of Colombo, Colombo

- Candidate for Bachelor in Arts degree.
- Major academic courses highlights: French; Economics; English

January 1992----August 2005, Anula Vidyalaya, Colombo

- G.C.E. Advanced Level Examination - August 2005: Three 'A's
- G.C.E. Ordinary Level Examination - December 2003: Seven 'A's

AWARDS

- 2000-2003, Scholarship for Excellent Student.

COMPETENCIES & INTERESTS

English Ability: Band 6 for IELTS.

Computer Skills:

- Windows 2007
- C++, Photoshop.

Personal Interests:

Netball (Skills); English (elegant)