**Personal Profile**

[Write your Personal Profile.

Craft a paragraph of 100 – 400 words highlighting your skills and work experience most relevant to the position you’re applying for. Describe who you are as a professional, what you can offer the company, and also what your overall career objectives are. This section is optional if you’re submitting a Cover Letter or if you feel that writing one will decrease your chances of getting an interview.]

**Academic Qualifications**

***(The Academic Qualifications, Work Experience, and Skills sections can follow any order after the Personal Profile.)***

(Include the most recent/relevant qualifications first)

(Format for New Graduates)

**[Qualification]**

[Name of institution]

[Location]

[Year started – year ended]

* [Brief overview of your degree/diploma, mentioning significant courses]
* [List any honours/scholarships/awards achieved]

OR

(Format for Experienced Professionals)

**[Qualification]**, [Name of institution], [Location]\*

\*graduation date not required for experienced applicants.

**Work Experience**

(Include the most current position first)

**[Company/Institution Name]**

[Link to company/institution’s website]

[Position Title]

[Date of employment with year/month – year/month]

[Brief outline of key duties]

* [Bulleted list of top achievements, strengthened by using facts, statistics, and percentages.]

**[Company/Institution Name]**

[Link to company/institution’s website]

[Position Title]

[Date of employment with year/month – year/month]

[Brief outline of key duties]

* [Bulleted list of top achievements, strengthened by using facts, statistics, and percentages.]

**[Company/Institution Name]**

[Link to company/institution’s website]

[Position Title]

[Date of employment with year/month – year/month]

[Brief outline of key duties]

* [Bulleted list of top achievements, strengthened by using facts, statistics, and percentages.]

**Skills**

*[List Main Skill, e.g. Leadership]*

[Have one or two bullets beneath this skill where you elaborate on how you developed it, e.g. you were the vice president of the debate society in college]

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**Additional Sections**

(All of these sections are optional, but experienced candidates may require them. Select those most relevant to you.)

**[Books/Chapters]**

(Include the titles of the books you’ve written or contributed to. Include the publication date, imprint, and any other relevant details. Can take the form of a bulleted list, with short explanations.)

**[Journal Articles]**

(Include the titles of the journal articles you’ve written or contributed to. Include the publication date, name of the journal the article was published in, and any other relevant details. Can take the form of a bulleted list, with short explanations.)

**[Peer-Reviewed Articles]**

(Include the titles of the articles you’ve peer-reviewed, and any other relevant details.)

**[Other Publications]**

(Include any other notable works you’ve completed, with their publication dates, and other relevant details.)

**[Awards, Honours, or Achievements]**

(List the awards you’ve achieved, with brief explanations of them.)

**[Additional Certifications or Licenses]**

(List any relevant certificates or licenses you hold.)

**[Fellowships, Grants, and Scholarships]**

(List any fellowships, grants, or scholarships you’ve received, along with their dates, and any other relevant information.)

**[Conferences Attended]**

(List the conferences you’ve attended, their dates, and where they were held.)

**[Presentations or Lectures Delivered]**

(List the presentations, lectures, or seminars you’ve delivered, as well as the details thereof.)

**[Teaching Experience]**

(Mention any teaching or training experience you’ve had, with dates, locations, and other notable details.)

**[Non-Academic Activities/Notable Interests & Hobbies]**

(If they’re related to the position you’re applying for, include a list of non-academic activities like interests and hobbies.)

**[Graduate Fieldwork]**

(Include the details of your fieldwork and research.)

**[Research or Lab Experience]**

(Include the details of your research and lab experience.)

**[Additional Languages]**

(Mention any additional languages you have learnt. Indicate your proficiency as *novice, intermediate,* or *advanced.*)

**[Memberships]**

(Mention any active memberships relevant to your career/the position you’re applying for.)

**[Volunteer Work/Initiatives]**

(List your volunteer work or the non-profit initiatives you’ve been involved in, as well as the impact you’ve made there.)

**[Projects]**

(List any projects you’ve initiated or been involved in, as well the details thereof.)

**[References]**

(Compile a separate list to go at the back of your CV.)

**[Remember to remove the footer before submitting your CV. Also include your full name and the page number in the footer if your CV is longer than 2 pages.]**