

Suggested CV Layout

Page 1.

Personal Details

Full Name

Address & Telephone Numbers (*Permanent and temporary address, telephone numbers & e-mail*)

Date of Birth

Nationality

Place of Birth

Marital Status

What position and work you are looking for

Availability (*Notice period or date available*)

Geographical areas preferred / considered / declined (*Relocation? if permanent*)

Salary / rate required

Car driver, etc.

Education & Qualifications

To include any professional memberships.

Page 2.

Technical Summary

Overall technical summary covering latest 3 - 5 years, to include skills such as Hardware, Software, CAD/CASE tools, Methodologies, Databases, Operating systems, etc. (how many years and months used for each, proficiency and how recently); foreign languages spoken.

Subsequent Pages

Employment History and Experience

Each job entry covering last 5 - 10 years (reverse chronological order); if one job, break down by each position held.

Dates (From: To:)

Employer (Name & Location)

Position

Work undertaken (what you worked on - systems in brief).

Responsibilities (what responsibilities).

Duties (what you did: ie. what you specifically worked on).

For **Hardware**: what you designed / developed at System / Sub-system / Circuit / Component level; give technical details of any specific techniques, components, frequency range, CAE tools, etc.

For **Software**: what software you wrote, languages used (eg. C, Intel 8051 assembler), how you used the software and what you achieved. Hardware environment(s) of the site (eg. VAX, PCs). Operating system environment (eg. Windows, UNIX).

Previous Career (older than 5 - 10 years)

Summary: (about 2 - 3 lines per job).

List of company and position held at each plus brief line about systems worked on and duties.