



Hints to improve your CV for international use

ABV uses your Curriculum Vitae (CV) to match you with the appropriate assignment / client for the CSC program and inputs your personal information into our database. If you do not have a current CV, have never written one or you need to improve your current CV, here are a few suggestions for you:

Format for a Curriculum Vitae (CV)

A Curriculum Vitae, commonly referred to as CV, includes a summary of your employment history, educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, and affiliations.

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

CONTACT INFORMATION

Name
Address
Telephone
Mobile Phone
Email

CVs should be 3-4 pages and written in clear, plain English. Please do NOT submit excessively long CVs or CVs which place a heavy emphasis on "jargon" - most of our clients have English as a second language.

PERSONAL INFORMATION

Date of Birth
Gender

EMPLOYMENT HISTORY

List in reverse chronological order starting from most recent & include position details and dates
Job title
Organisation
Main Tasks
Achievements

EDUCATION

Include dates, majors, and details of degrees, training and certification
High School
University
Graduate School
Post-Doctoral Training

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations
Computer Skills

AWARDS

PUBLICATIONS

BOOKS

PROFESSIONAL MEMBERSHIPS * Note that professional skills must be kept up to date. Do not list lapsed or outdated memberships.

INTERESTS