

# Writing a **NEW AGE CV/RESUMÉ**

## The layout

### 1. Heading & Contact Info

Contact details, Name, Address  
(and city/ town), phone, email

Professional email is important  
**codeherladylover45@lycos.com**  
want to make you sound  
intelligent. You can set a new email  
up for free at Gmail



**Elizabeth Anderson**

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E: [andersonse@gmail.com](mailto:andersonse@gmail.com)



### 2. Objective / Statement

- Your 10 second hook
- Summary of your area of expertise and career interests
- Descriptive . . . No bullets

Keep your objective relevant  
to the position you are seeking.

Objective: a statement showing you  
are familiar with the field and you  
have clear employment goals.

To obtain the Management position at Waltons where  
I can effectively utilize my expertise in human relations,  
project management, and staff recruitment and  
retention.

Some employers say  
important part of any resume.

3 to 5 bullets points or  
alternatively in paragraph  
from highlighting important  
qualifications



### 3. Qualifications

- Institution, Qualification  
and year completed,  
Achievement

Start with  
a heading  
for each skill  
group.

List the  
most important  
and relevant  
information first

### 4. Work Experience & Skills

- Simple and easy to read.
- Note Employer, Period worked, Position  
held, and key duties

T: +27(0)51 401 9199 | [career@ufs.ac.za](mailto:career@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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Career Development Office  
Loopbaanontwikkelingskantoor

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### 5. References

- At least 3
- Only list references relevant to the job you are seeking
- References should know how you WORK
- Ask permission



### 6. Cover Letter

- Summary of Resumé / CV
- WHY are you applying? WHAT can you offer the company?  
Highest Qualifications or related to position?
- Contact details

### 7. Social Media

- Keep your social media “clean and professional”
- Rather delete, than thinking: “So what? I was a student back then!”



### Bloemfontein Campus:

Career Development Office  
AND Resource Centre  
Old Kopsie Sport building,  
First floor, room 108  
[career@ufs.ac.za](mailto:career@ufs.ac.za)

### Qwaqwa Campus:

Admin Building, room 0014  
[eistero@qwa.ufs.ac.za](mailto:eistero@qwa.ufs.ac.za)



**Join the Career Network @ UFS group on Facebook:**

<http://www.facebook.com/groups/UFS Careers>

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