

ACTION APPOINTMENTS CV PREPARATION GUIDE

- Your CV is your passport to your journey through your career – you can use it to give prospective employers a real sense of who you are and what you bring, so it is worth spending some time getting it right.
- If you present yourself well and can show people that you have what they are looking for you are much more likely to be invited to present yourself in person at an interview.
- At Action Appointments we have been looking at CVs for over 20 years so we have developed these hints to help you represent yourself simply and effectively and ensure that you get to the next stage of the process.
- Here is a fictitious sample CV to give you some guidelines – you can choose how much detail to put in but we believe that less is more – give people enough information to get a picture of you as a professional, get a sense of who you are, what you have done and what skills you bring and hopefully make them want to find out more about you by inviting you to an interview.

LAYOUT

- Choose a good straightforward layout with a nice clean font. Don't use complicated formats with columns that could get messed up. Since CVs are always emailed there is no point making a fancy cover page – just lay your name out clearly like the example below.
- Never ever write your CV in caps – caps are the same as shouting – you may be proud of your achievements but it's ok – you don't need to shout about them – the only time you may use caps is for your name on the first page – if you must.
- You can date your CV so that it is clear that it is current.

**Curriculum Vitae:
Thembi Ndlovu
January 2013**



1. PERSONAL DETAILS

- Keep these as brief and clear as possible – you do not need to share your age, health, marital status, number of dependents, disposition or anything else at this stage – people can find out those things about you later on in the process.
- It is important to let prospective employers know your nationality and your working status – so if you are Zambian with permanent residence or Zimbabwean with an exceptional skills visa it is useful to include those details in this section.

Full Name:

Thembi Dorcas
Ndlovu

Personal Information:

Female
South African
Drivers licence
Own car

Contact Details:

Email address: thembin@iafrica.com
Phone: 082 494 8215

2. OVERVIEW

- A few clear sentences or points that summarise your career and aspirations.
- You can write this in the first or third person and as a paragraph or in point form – keep it brief and to the point.
- If you are preparing your CV for a particular position this is a good place to highlight the skills and experience you have gained that are relevant to that particular post.

- Thembi Ndlovu is an experienced Monitoring and Evaluation specialist who has worked in this capacity in both government and NGOs where she has provided M&E, research, reporting, systems design and capacity building services over the past 9 years.
- She has experience in working with social justice, social protection, health and related issues.
- Her areas of expertise include evaluation, monitoring system development, research and training and facilitation.
- Thembi is a good team player who is passionate about M&E work and is looking to continue to build and develop her career in this area.



3. EDUCATION

- Make sure you only put your actual formal or informal completed education here – if you have partially completed a degree you may mention it but you must make it clear that you have not graduated and that the qualification is incomplete.

- Master of Arts in the Sociology of Development (University of Cape Town) 2004
- Bachelor of Arts (Honours): Sociology (University of the Western Cape) 2002
- Bachelor of Arts: Law & Sociology (University of the Western Cape) 2000
- Matriculated: Samora Machel High School, East London 1996.

4. EMPLOYMENT HISTORY

- Here you list your employment from your current or most recent post backwards.
- You can choose how much detail to insert but remember your most recent employment is much more interesting to a prospective employer than what you did 15 years ago.
- It is useful to add the purpose of the positions and one or two major responsibilities, but as you go back in time you need to say less and less about the posts.

- **World Visionaries (May 2012 - current): M&E Manager - Food Security Unit:** Responsible for M&E reporting and assisting in the redesign of the M&E systems. Development and maintenance/modification of the monitoring and evaluation system that includes progress and achievement indicators, M&E plan (methodologies, procedures, timeframes, resources) and data collection instruments.
- **Department of Social Development (January 2009 - January 2012): M&E Reporting Officer:** Assisted in a major impact evaluation of the Child Support Grant. I was involved in M&E reporting and the design of M&E systems and assisted in the facilitation of training programmes for national and provincial M&E staff.
- **Ipac South Africa (February 2005 - December 2008): Research, Monitoring and Evaluation Officer:** Responsible for coordinating the provision of technical support to in-country Sexual and Reproductive Health monitoring and evaluation activities.



5. EXAMPLES OF CONSULTANCIES AND SHORT-TERM ASSIGNMENTS

- It is valuable to list any short-term work you have done and makes your CV much clearer if you list it separately to your full-time employment history.

- **Human Sciences Research Council (February 2012 – May 2012):** Worked as an assistant researcher on the development of an M&E Plan for the City of Johannesburg's Street Children strategy.

6. REFEREES

- Referees must be contactable people who have supervised you as recently as possible – you do not have to list your current employer here if you think it will cause problems if they know you are seeking alternative employment, but you may have to be prepared to provide their details once you are offered the position.

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084 987 4561

Ms Patricia Smith
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021 897 6547
084 674 3217

Mr Evans Tshabalala
Director: Monitoring and Evaluation
Dept. of Social Development
Government of South Africa
etshabalala@dsd.gov.za
021 398 4657
087 900 4563



HERE IS THE COMPLETED EXAMPLE OF A CLEARLY WRITTEN AND EASY TO READ CV

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Thembi Ndlovu
January 2013**

1. PERSONAL DETAILS

Full Name:
Thembi Dorcas
Ndlovu

Personal Information:
Female
South African
Drivers licence
Own car

Contact Details:
Email address: thembin@iafrica.com
Phone: 082 494 8215

2. OVERVIEW

- Thembi Ndlovu is an experienced Monitoring and Evaluation specialist who has worked in this capacity in both government and NGOs where she has provided M&E, research, reporting, systems design and capacity building services over the past 9 years.
- She has experience in working with social justice, social protection, health and related issues.
- Her areas of expertise include evaluation, monitoring system development, research and training and facilitation.
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