

CV BUILDER

Curriculum Vitae

Name

Personal Details

Name

Address

Telephone (Home)
(Work)
(Mobile)

E-Mail

Visa Status

Qualifications

Professional Qualification/s

Tertiary Qualification/s

Career Objectives

(This is optional. Type a brief paragraph)

Employment Summary

Company

Position Held

Technical Skills Summary

(This is an example of how a summary should look. Add and delete skills relevant to you)

Technical Skills Summary	Experience (Years)	Last Used	Skill level 1-5 (5= Excellent)
Operating Systems			
MS Windows 3.x/95/98			
TCP/IP			
MS Windows 2000 Advanced Server/Professional			
MS NT 3.x/4 Server & Workstation			
Novell Netware 4.x			
Novell NWAdmin			
MS Windows XP 2000			
Client Software			
MS Office 9x/2000			
MS IE 5.5/6.0			
MS Outlook 2000 & Exchange 2000			
MS Windows 2000 Advanced Server/Professional			
MS Windows NT/ME 2000			
MS Access 98/2000			
MS Access Snapshot Viewer 9.0			
MS Outlook Express 5.0/6.0			
MS XP 2000			
Lotus Notes 123/R4/R5			
Lotus Notes SmartSuite			
Lotus CC Mail			
MSN Messenger 3.5/8.1			
Real Player 7/8 Basic			
Norton Antivirus 7.01			
Jones File Splitter 1.2			
Adobe Acrobat Reader/Writer/Distiller 4.0/5.5			
IPTV Viewer 3.0			
Reuters 3000 Xtra®			
Ghost			
Netscape Navigator 4.5/Communicator			
Novell Snapshot Viewer			
Remedy 4.0			
Clarify			
Customer-Q			
PC Anywhere 9.2.0			
ReachOut			
VPN's (iPASS, AT&T, UUDial, PAL V4.22)			
Hardware			
Toshiba & IBM laptops			
HP/Canon Printers			
Compaq Deskpro EN & Evo SFF			
Compaq M-Series & Evo Laptops			
PDA's (Palm Pilot 3x/5x & iPAQ's)			
ISDN, ADSL, Cable Modems			
Dell Laptops			
BT Dealer Board pV4051 Turret			

Employment History

(Most recent job first)

ORGANISATION
Position

Date - Date

Responsibilities

Technical Environment

Achievements

ORGANISATION
Position

Date - Date

Responsibilities

Technical Environment

Achievements

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Position

Date - Date

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Position**

Date - Date

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Date - Date

Responsibilities

Technical Environment

Achievements

**ORGANISATION
Position**

Date - Date

Responsibilities

Technical Environment

Achievements

**ORGANISATION
Position**

Date - Date

Responsibilities

Technical Environment

Achievements

Education

Year

University/College Details

Professional Memberships

Year

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Year

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Courses Attended

Year

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Year

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Year

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Interests

Referees

Make sure that your referees are informed that they have been included on your CV, and that their contact details are current. It is best to have three direct managers. Only work related referees should be included unless requested.