Your CV is like the window to your soul – it is a reflection of who you are!
Your CV should contain as much detail as possible to ensure that the person reviewing your CV has a clear understanding of who you are, where you are from, what is your educational background, your key skills and your experience.
Too little information on your CV might make the reviewer think that you do not possess certain skills or talents!

Here are some important pointers to remember when compiling / updating your CV:

1. Make sure it contains all your **personal information** like:
   a. Name and surname
   b. Physical address
   c. Willingness to travel and to which areas
   d. Nationality
   e. EE status
   f. Home language and any other languages that you are fluent in
   g. ID Number
   h. If you have any disabilities
   i. If you have a valid driver's license and own reliable transport
   j. Your notice period / availability for a new position
   k. State your current and expected salary (also remember to list all your benefits if any)

2. Make sure that your **educational details** are correct:
    a. List any qualifications that you have (degrees, diplomas, certificates, short courses etc.)
    b. Make sure to list the institution where you have completed your qualification
    c. Make sure to list the date of completion
    d. If you are currently busy with a qualification, make sure to indicate when you have started, when you are expecting to complete and how far you currently are (for eg. 2nd year).

3. Make sure to list all your **computer skills**

4. Ensure that your **work experience** is detailed and contains the following information:
    a. List the company name
    b. List your position within a company
    c. List the period that you started and ended with the company and remember to indicate not only the year, but also the month.
    d. Your duties should be very detailed – this is ultimately what will set you apart from others. Make sure you list all and any duties, roles and responsibilities that you were responsible for! Do not assume that the reviewer of your CV knows what you were doing! This is the most common mistake any person can make on their CV. Also remember that for example a bookkeeper in one company might have different duties to a bookkeeper in another company – make sure to elaborate on your duties!
    e. Indicate your reason for leaving a company (or reason for wanting to leave your current company). Be true and honest in your reasons, but avoid saying things like "Personal reasons". This immediately creates the impression that you do not get along well with others, when in actual fact; it might have been something totally different like relocating because your spouse got transferred.

5. Make sure your CV flows in a systematic manner and looks neat and professional.