



CAREER SERIES • 1 OF 7

How to prepare a strong CV.

6 steps to a CV that gets you shortlisted.

Swipe →

HOW TO PREPARE A CV

01

of 06

Start with your contact details

Full name, phone number, professional email and city at the top. No photo, date of birth or marital status unless the advert asks for them.



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HOW TO PREPARE A CV

02

of 06

Write a short profile

Three or four lines: who you are, your strongest skills and the kind of job you want.

EXAMPLE

Public health graduate with 2 years' experience in community health programmes in Hargeisa.

HOW TO PREPARE A CV

03

of 06

List your experience, newest first

For each job: title, organisation, dates, and 3–5 bullet points showing what you achieved.

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HOW TO PREPARE A CV

04

of 06

Add education and training

Degree, university and year. Then short courses and certificates that match the job.

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HOW TO PREPARE A CV

05

of 06

Show your skills

Languages (Somali, English, Arabic),
computer skills (Word, Excel, KoboToolbox)
and the technical skills the job needs.

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HOW TO PREPARE A CV

06

of 06

Add referees and save as PDF

Two or three referees who know your work.
Save as PDF with a clear name.

EXAMPLE

Amina-Hassan-CV.pdf



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