



Jobs available through Elchemie are now advertised on [www.careers24.com](http://www.careers24.com) and our website [www.elchemie.co.za](http://www.elchemie.co.za)

The better your cv the more interviews you will get and the better your chances of finding your dream job!!!  
So spend some time on compiling a powerful cv.

## CV format - a great cv should contain

### PROFILE

This is **EXTREMELY IMPORTANT**, as this is the first item that the potential employer will read when they open your application it is crucially important to spend some time on it and to write a concise factual profile summarising your qualifications and your career so far, future career plans or aspirations, list skills and expertise, briefly describe your personality, write at least some of it in narrative format to show that you can express yourself clearly and in a concise manner, you can use bullets to highlight information that you want to make sure is noticed.

Make sure you state facts: list years of experience, state the size of the teams that you have managed, the size of budgets you have compiled/controlled, how many projects and at what value have you managed and completed on time and on budget (for example: I have 10 years experience in operations management in the chemical industry leading teams of up to 500 OR in the last three years I managed 5 projects of between 7 to 10 million Rand which were completed on time and within budget)

Do not use descriptions like: highly organised, strong business sense, result orientated, highly accomplished, dynamic leader, good communicator and similar platitudes – they are not facts but opinions, these are overused statements, they sound like canned selling, there are no numbers and statistics, a potential employer wants to see facts and proof.

Maximum ½ page

### PERSONAL DETAILS

Full names (as in your ID document or passport)

SA citizen - ID number

Non SA citizen - passport number, country of citizenship

Non SA citizen – provide permanent residency or work permit number and expiry date

Date of birth

Gender and race (for BEE positions)

Marital status, number of dependants

Home language, other languages and proficiency

Driver's license code, date obtained

Do you own a car?

Current place of residence and would you relocate, if yes, where to

State current residence status, i.e you own your home, rent, stay with parents etc

Current employment type and ideal employment type/s (permanent, contract, temporary)

Your current Position title and your ideal position/s or function

Your ideal industry/ies

Availability or notice period: 1 week, 1 calendar month etc

Do you have a current Restraint of Trade (if yes, specify restrictions and dates)

Are you prepared to pay for travelling and/or relocation costs to attend interviews (local, national)?

Would you do shift work?

### CONTACT DETAILS

**EXTREMELY IMPORTANT** – please provide as much information as possible, we do not want you to lose out on a great job, should your contact details change



Telephone: home, work switchboard and direct line, Cell phone work and private

E-mail address: work, private

Postal address

Residential address

OTHER CONTACT DETAILS: provide 2-3 other contact details, give the name of the person, relationship (i.e. mother, friend), landline and cell number if possible

#### REFERENCES

- Provide at least 2-3 references, give the referee's full name, current company they work for and current position title and contact details (also state which company the referee worked for when you reported to him/her, what was their position then and how long you reported to the referee)
- Mention if you have written references, mention from which company or attach to the cv

#### REMUNERATION

Provide full details of your current package (if currently not employed, the latest package and state at which company)

State the currency your salary is / was paid in

Details to be provided:

- BASIC Salary before deductions
- 13th cheque (guaranteed?)
- Performance bonus
- Commission
- Profit Share
- Shift allowance, Overtime
- Cell phone or allowance
- Company car / Travel / car / petrol allowance, who pays for vehicle maintenance / insurance / tyres, petrol allowance or petrol card
- Medical aid – company & your contribution, how many people are on your medical aid (example: myself, wife, 2 kids)
- Pension or Provident fund – company & your contribution
- Any other Allowances or benefits, housing subsidy, free product or discount etc
- Net "take home" amount monthly (average) – this is the amount paid into your bank account
- TOTAL COST TO COMPANY – Current and expected
- Last salary increase, % increase received
- Next salary increase due, % increase expected
- Days leave per year (working days)
- Would you consider Contract or Temporary Employment?
- If you have any STUDY or TRAINING LOANS: Total amount owing, owed to which institution, monthly repayment
- MONEY OWED TO EMPLOYER: Type of loan i.e study loan, amount due to employer should you resign now, repayment method, when is the last payment due to your employer

#### EDUCATION / QUALIFICATIONS

Secondary education:

Qualification name, year obtained, institution, subjects, average % result, list distinctions / awards, if incomplete state for example: passed 10 of 15 subjects

Tertiary education: year obtained, institution, subjects, average % result, list distinctions / awards, if incomplete state for example: passed 10 of 15 subjects

OTHER TRAINING / COURSES:

name of course, brief description, duration (1 day, 3 months part time etc), institution, year obtained

**COMPUTER / IT SKILLS:**

List all computer programs, include technical programs (SCADA, PLC, LIMS, SAP, engineering / accounting software etc, list modules)

**PROFESSIONAL MEMBERSHIPS:**

State institution, date or period of membership

**OTHER SKILLS or SKILLS SUMMARY, CONFERENCES, PUBLICATIONS, PATENTS ETC**

**EMPLOYMENT RECORD EXTREMELY IMPORTANT** (start with your current or latest employer)

If you had more than 1 position in the company, enter the company ONCE ONLY with starting and end date and add each job and period worked in the duties section

**Name of company / Starting** date (Month / Year) and **End** date (Month / Year) / **Position title**

**If unemployed**, state "unemployed" and provide details

**If self-employed**, provide all details (company name if applicable, profile, duties, achievements etc)

**Company profile** (example: manufacturers of cleaning chemicals for the mining industry, list website if available)

Duties: List specific duties and DO NOT just copy your job specification

Group duties together under **headers**, for example:

Management/Supervisory Duties (number of staff managed, list responsibilities and authorities, did you hire, fire, disciplinaries)

Technical Duties

Customer Service/Technical Support

Quality (which system)

SHERQ

List the company's product range (example: dairy products, cranes, consulting services)

List the company's customers by industry and 2 or 3 major customers in each (example: food & beverage: SAB, mining: all Platinum mines)

**ACHIEVEMENTS - EXTREMELY IMPORTANT for ALL JOBSEEKERS** – tell us **HOW GOOD you are at your job** and not just what you do

Examples: Reduced scrap by 10%-saved R1m py, exceeded sales by 25%, highest sales out of 10 sales staff, reduced staff by 10%-saved R1m py, completed project R1m under budget, on time, received best staff member award etc

**REASON FOR LEAVING:** career development, relocation, retrenchment, growth etc

Elisabeth van Eck  
ND Chem / BTech Watercare / PBL



**Director**  
PE Chemie (Pty) Ltd  
t/a **ELCHEMIE**

Business **+27 11 025 7343**  
Alternate **+27 12 942 1135**  
Mobile +27 84 600 8020  
Fax +27 86 679 1201  
skype: elisabethvaneck1  
Wir sprechen Deutsch