CV & Cover Letter Checklist

Use this checklist to build a CV that matches what Namibian employers actually look for.

CV Structure

- [ ] Full name and contact details (phone, professional email, city) at the top
- [ ] A short personal summary — 2 to 3 sentences on who you are professionally
- [ ] Work experience listed most recent first, with clear job titles and dates
- [ ] 2 to 3 bullet points per role describing what you actually did and achieved
- [ ] Education listed with institution, qualification, and year completed
- [ ] Relevant skills section — software, languages, certifications
- [ ] Two or three references with full contact details, or 'available on request'

Formatting Tips

- [ ] Keep it to 1-2 pages maximum
- [ ] Use a clean, professional font — no decorative fonts
- [ ] Use consistent formatting for dates and headings throughout
- [ ] Save and send as a PDF unless an employer specifically asks for Word format

Cover Letter Checklist

- [ ] Address it to a specific person or department where possible
- [ ] Open by naming the exact position you are applying for
- [ ] Connect 2-3 of your specific experiences directly to the job requirements
- [ ] Close with a clear, confident call to action requesting an interview
- [ ] Proofread for spelling and grammar — read it aloud before sending

This is general best-practice guidance for the Namibian job market. Specific employers and industries may have their own preferred formats — always read the job advertisement carefully for specific instructions.