

Your Name

Professional Designation (P.Eng, P.Geo, QP)

Permanent home address – *not your current work address*

Home phone + Cell phone – *make sure your voicemail is professional*

Personal email address preferred – *and check this account daily*

Skype address also suggested (*a lot of people are connecting via Skype now*)

* Make it as easy as possible for us to reach you.

Describe your career objective. Summarize your key strengths using effective keywords.

Example: Utilizing my 10 years experience as an Underground Mine Engineer, I am seeking an international assignment in a Chief Mine Engineer or Mine Manager role. I have extensive experience with Long and Short term mine planning, shaft design and operations. I have worked with gold, silver and copper.

Experience

Month and Year

(start month/year to end month/year)

Company and Name of Mine

(we often search by mine site names to find similar experience)

City and Country

(we search for experience in specific countries)

Job Title

- Describe typical job duties
- Keep duties relevant to the type of position that you are applying for
- Include keywords used in the job posting – *i.e.; types of software used, commodity, mining method (UG or OP)*
- Quantify your responsibilities - # of direct reports, production numbers, size of budget
- Do not cut and paste same job responsibilities for each role

Previous Roles

- Detail the last 3 or 4 roles that you have held within the last 10-15 years
- If you have had a long career, earlier roles should just include title, company, place and date. It is not necessary to list all your job responsibilities for these roles
- Explain all employment gaps on your CV – *i.e.: March 2003 – October 2003 Returned to school to update software skills.*
- For mine site roles include the commodities mined and method of mining (surface, open pit, underground)



Your Name

Education

Date of Graduation

School Name

City and Country

Name of Degree/Diploma Obtained

Include Professional designations – *P.Eng, P.Geo, Qualified Person*

Include Certifications, training courses completed

Additional Skills

- Language skills
- Software knowledge and level of proficiency
- International experience – list of countries where you have worked
- Personal Strengths/Attributes – *i.e.; strong leadership abilities, effective communication skills, etc.*

Keywords:

Include keywords at the bottom of your CV that relate to the position that you are applying for and your career goals. For example, if you are an Underground mine engineer looking for career advancement within the mid-western US, you could use the following keywords:

Chief Mine Engineer, Mine Manager, Mine Engineer, Professional Engineer, P.Eng, engineering, gold, copper, silver, underground, Nevada, Colorado, mine planning, shaft sinking, LOM, AutoCAD, Surpac.



Tips

Your CV should be 2-3 pages in length. Recruiters look at hundreds of CVs everyday. They won't read a 10 page CV

Be consistent with your fonts and formatting throughout the CV. Use a readable font type and size
Spell check! Have someone else proof read your CV.

Keep it simple. When CVs are emailed and opened in different versions of Word, complicated formatting can get rearranged creating a confusing mess.

