**5 Tips for Refugees to Write a Curriculum Vitae (CV) Tigrinya**

### **Tip 1: Essential information should be at the top.**

* Your complete name (make it **bold**and use a shortened version of your name for easy reading)
* Contact details (including e-mail and phone number; home address is*optional*)
* Academic background
* Previous job experience and a short description of each

**Things you DO NOT have to include are personal information such as:**

* Country of origin or immigration status
* Birthday and age
* Marital status
* Religion
* Political affiliation
* Any personal ID (i.e. social insurance, driver’s license)

**personal information is required only during the interview or when you’ve already accepted a job offer**.

### T**ip 2: Showcase your skills.**

List your skills and qualities, include tools & software you can use.

### **Tip 3: List your accomplishments and strengths**

Write your accomplishments with the most recent first*.*

**Tip 4: Get the help of a friend (or a professional).**

### If you’re not sure what to write

### **Tip 5: Talk about your volunteer experience(s).**

Include the many ways you’ve volunteered, and you may have translated for other members of your community.

 5 ንስደተኛታት ስርዓተ ትምህርቲ ቪቴ (ሲቪ) ኺጽሕፉሉ ዘለዎም ምኽሪ

ምኽሪ 1፦ ኣገዳሲ ሓበሬታ ኣብ ላዕሊ ኪኸውን ኣለዎ።

• ምሉእ ስምካ (ብድሙቕ ግበሮ ንሓጺር ሕታም ስምካ ድማ ብቐሊሉ ኸተንብቦ ጽሓፍ)

• ዝርዝር ኣድራሻታት (እንተላይ ቍጽሪ ኢ-መይልን ተሌፎንን፣ ኣድራሻ ቤት ኣማራጺ እዩ)

• ኣተዓባብያ ትምህርቲ

• ናይ ቀደም ናይ ስራሕ ተመክሮን ብዛዕባ ነፍሲ ወከፍ ስራሕ ሓጺር መግለጽን

ክትሓቍፍ ዘየድልየካ ነገራት ከምዚ ዚስዕብ ዝኣመሰለ ብሕታዊ ሓበሬታ እዩ ፦

• መበቈል ሃገር ወይ ኵነታት ስደተኛታት

• ዕለተ ልደትን ዕድመን

• ኵነታት ሓዳር

• ሃይማኖት

• ፖለቲካዊ ምትእስሳር

• ዝዀነ ይኹን ናይ ብሕቲ መንነት (ማለት ማሕበራዊ መድሕን ፍቓድ መራሕ ማኪና)

ብሕታዊ ሓበሬታ ኺድለ ዚከኣል ቃለ መጠይቕ ኣብ ዚግበረሉ እዋን ወይ ስራሕ ኣብ እተቐበልካሉ እዋን ጥራይ እዩ።

ምኽሪ 2፦ ክእለትካ ኣርኢ።

ክእለትካን ባህርያትካን መዝግቦ ክትጥቀመሉ እትኽእል ናውትን ሶፍትዌርን እውን ኣእቱ ።

ምኽሪ 3፦ ዝዓመምካዮ ነገራትን ብርታዐኻን ዘርዝር

ነቲ ዝዓመምካዮ ነገራት ኣብ ቀረባ እዋን ብምጽሓፍ ጽሓፎ ።

ምኽሪ 4፦ ካብ ፈታዊኻ (ወይ ካብ ሰብ ሞያ) ሓገዝ ርኸብ።

እንታይ ከም እትጽሕፍ ዘይትፈልጥ እንተ ዄንካ

ምኽሪ 5፦ ብዛዕባ እቲ ብወለንታ ዘሕለፍካዮ ተመክሮ ተዘራረብ።

ወለንተኛ ዄንካ ዘገልገልካሉ ብዙሕ መገድታት ጥቐሰሉ ንኻልኦት ኣባላት ማሕበረሰብካ እውን ተርጒምካዮም ትኸውን።