



Bibber Guide to CV preparation

The Department of Immigration and Border Protection (DIBP) in Australia require specific information to be contained in a CV or Resume.

We have produced this guide for you to use as a template. We recommend that you use this format to provide maximum information to DIBP and possibly to minimise the processing time for your visa. Alternatively, you can use the [Europass Format](#) and include the same information.

Personal Details

Please include the following information in this part of your CV

- Photograph (optional)
- Name: (as per passport)
- Preferred Name:
- Date of Birth:
- Nationality:
- Address:
- Marital Status:
- No of Children:
- Telephone:
- Email:

Education

For each qualification please include the following information. Please provide details of your most recent qualification first and then work backwards:

- The date that you started (month/year) :
- End date (month/year):
- What qualification you received:
- The name of your University or college:
- The street address of University or college:
- The telephone number:
- Website address:

Employment History

For each job, please include the following information. Please provide details of your current job first and then work backwards. If you know that your former supervisor is no longer working for the same organisation, then try to provide **current** contact details if you can.

- The name of the organisation you worked for:
- The date that you started (need full date if possible including day)
- End date (need full date if possible including day)
- The title of your job:
- Provide a brief description of activities you performed:
- Address of workplace:
- Telephone:
- Website:
- Supervisor name:
- Supervisor email:

Providing information in this format will give you the best chance of a visa approval as quickly as possible. **Important Note:** Immigration may verify everything in your application, including your CV. Please make sure that everything you include is truthful and accurate.