

NAME

Street address, Suburb, Town

Mobile: 021 xxx xxxx

Email: xxxxxx@xxxxxx.co.nz

LinkedIn URL (optional)

PERSONAL STATEMENT (Optional)

1-2 sentences outlining your what you are studying or have graduated with, your experience, what value you might add and the type of role you are looking for. (*Keep concise!*)

KEY SKILLS & STRENGTHS or HIGHLIGHTS

- Give a brief summary of most recent and relevant educational achievements (optional)
- Give a brief summary of relevant employment experience (optional)
- List key skills/knowledge you have that relates to requirements of job
- Ability to...
- Effective use of ...
- Good understanding of ...

EDUCATION (most recent first)

Programme Title

dates (e.g. Feb 2020 – current)

Institute name, location

- List courses, projects (optional)

WORK EXPERIENCE (most recent first)

Job Title

dates (July 2017 – Nov 2019)

Organisation, Location

- List 4 – 5 tasks you achieved in that role eg.
- Organised timetable for
- Assisted manager with ...

OPTIONAL HEADINGS (see page 2 for suggestions)

INTERESTS

- List a few *current* personal interests e.g. Sports, creative pursuits, topics that you enjoy learning about)

REFEREES (list or write 'Available on request')

Name

Title

Organisation

Phone and Email

Name

Title

Organisation

Phone and Email



PREPARING YOUR CV (Curriculum Vitae):

The purpose of a CV is to secure a job interview. Each CV should be targeted specifically for the type of work you are applying for. The format can be adapted for each person, because of different experiences and achievements they have.

- CVs should be no more than 2 – 3 pages. Avoid paragraphs and tables, and use single spacing.
- Keep formatting consistent. Good fonts include Calibri, Verdana, Arial.
- CVs are scanned for about 7 seconds, so keep it simple and concise, use bullet points.
- Do not refer to yourself in the 3rd person or use the personal pronoun “I”.

KEY SKILLS & STRENGTHS & HIGHLIGHTS:

- This is the most important section. Summarise any current or completed study.
- List your work skills, experience and knowledge that relate to the position advertised.
- Give some detail to back up your skills with evidence. Employers are interested in what you can do based on what you have done.
- It is useful to add levels of competency or achievements to verify your skills and experience.
- Adjust the information you give so that it is relevant for each different job you apply for.
- Consider adding personal attributes e.g. interpersonal skills, time management, collaborative team work.

EDUCATION:

- List your qualifications, the place where you studied and the start and finish dates; month and year.
- You can include special projects, achievements and excellent grades if relevant.
- Include secondary school if it is recent.

WORK EXPERIENCE:

- State your job titles, the places where you worked and the start and finish dates for each.
- List the main tasks in the jobs, especially those that relate to the position you are applying for.
- Use action verbs to start each bullet point. You can include any achievements if you wish.

OTHER OPTIONAL HEADINGS:

- **Personal Statement / Career Objective:** only include this if it is specific and brief (1-2 sentences).
- **Voluntary Work / Community involvement:** this could also go under Work Experience if you prefer.
- **Practicum / Industry Based Learning:** work place experience as part of your course.
- **Sports Involvement:** e.g. teams, training, competitions, leadership.
- **Academic / Professional Development:** e.g. conferences, publications, research, association memberships, awards (if it is relevant to the job being applied for).

INTERESTS:

- Add activities/hobbies that you are involved in or have been in the recent past.
- E.g. sports, community groups, creative work. Employers like to know a bit about you.

REFEREES:

- Give the details of 2 people who will speak positively about you.

