

Career and Employability Essentials

CV Guidelines



Name

Street address, Suburb, Town (Optional)

Mobile: 021 xxx xxxx

Email: xxxxxx@xxxxxx.co.nz

LinkedIn URL (optional)

Personal Statement / Career Objective

2-3 sentences outlining what you are studying or have graduated with, your experience, what value you might add and why you have chosen this industry. *(Keep concise!)*

Key Skills

- List key transferable skills you have that relate to the job application for instance collaboration, teamwork, critical thinking, continuous learning, problem solving, adaptability,
- Explain how you used the skill and where e.g., Lead group of 3 classmates coordinating work-based learning project ensuring all tasks were completed and presented on time.
- Start your sentences with action verbs such as collaborated, created, delivered, or use sentence starters e.g.:
 - Ability to...
 - Skilled in
 - Experienced..
 - Effective use of ...

Education (most recent first)

Programme Title

dates (February 2022 – current)

Institute name, location

- List courses, projects (optional)

Work Experience (most recent first)

Job Title

dates (July 2021 – November 2022)

Organisation, Location

- List 4 – 5 tasks in that role e.g.
- Organised timetable for
- Assisted manager with ...
- Add separate title for 1-2 achievements for key projects, or process improvement.

Optional Headings (see page 2 for suggestions)

Interests

- List a few *current* personal interests that are unique to you and why you do them e.g., Belong to local community garden and grow own vegetables.
- Eg Sports, creative pursuits, topics that you enjoy learning about

Referees (list or write 'Available on request')

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 should 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” / ‘my’ after the personal statement.
- Add a footer including name and page number.

Key Skills:

- This is the most important section.
- List your work skills, experience and knowledge that relate to the position advertised.
- Give details to back up your skills with evidence from work or study experience. 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.

Education:

- List your qualifications, the place where you studied and the start and finish dates, month, and year.
- You can include special projects and achievements.
- 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.
- It is a given jobs are full time unless stated.
- 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:

- **Voluntary Work / Community involvement:** this could also go under Work Experience if you prefer.
- **Practicum / Industry Based Learning:** workplace 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).
- **Memberships.**

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 and confirm your relevant skills and personal attributes. Remember to ask first.

- If you write ‘Available on request’ you do not need to put the details on the CV.