

Name

Mobile: 021 xxx xxxx

Email: xxxxxx@xxxxxx.co.nz

LinkedIn URL (optional)

Personal Statement OR 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., Led a group of 3 classmates coordinating a 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 a 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 content should be adapted for each job and organisation and match your skills and experience to the role.

- 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, and 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 related to the advertised position.
- 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.

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.
- List the main tasks in the jobs, especially those that relate to the position you are applying for, also include any achievements if you can.

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
- Memberships / Academic or Professional Development e.g. conferences, publications, research, 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, and creative work; employers like to know a bit about you.

Referees:

Provide 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 your CV.