

NAME

CURRICULUM VITAE

Street address
Suburb, Town/City
Ph: 09 xxx xxxx Mobile: 021 xxx xxxx
Email: xxxxxx@xxxxxx.co.nz
LinkedIn address (optional)

KEY STRENGTHS or SKILLS PROFILE or STRENGTHS PROFILE or KEY SKILLS or SKILLS SUMMARY

- Give a brief summary of educational achievements (optional)
- Give a brief summary of employment experience (optional)
- List key skills/knowledge you have that relates to requirements of job eg.
- Ability to....
- Effective use of
- Highly skilled in

EDUCATION or TRAINING or QUALIFICATIONS or COURSES (most recent first)

Course Title
Institute name, Dates
• List courses, projects (optional)

WORK EXPERIENCE or EMPLOYMENT HISTORY (most recent first)

Job Title
Organisation, Location, Dates
• List 4 – 5 tasks you did in that role eg.
• Organised timetable for

OTHER OPTIONAL HEADINGS (see other side for suggestions)

INTERESTS

- List a few personal interests and hobbies that you like to talk about eg.
- Sports, creative pursuits, topics you like to learn about....

REFEREES

Name	Name	
Title	Title	
Organisation	Organisation	
Phone	Phone	
Email	Email	or Available on request

See other side for further explanations on each of these sections.....

Preparing your CV (Curriculum Vitae) - The purpose of a CV is to secure a job interview, therefore each CV should be targeted specifically for the type of work you are applying for. There is no one correct format, as everyone will have different suggestions on how to set out a CV.

www.careers.govt.nz has helpful information on CV writing. The example layout on this sheet is a simple format which you can adapt to suit yourself.

If you are sending a CV for an unadvertised position then focus on the **Key Strengths** section. Ideas for wording can be found on www.careers.govt.nz - type job title into search area to bring up information. CVs should be no more than 2 – 3 pages. CVs are scanned rather than read, so keep it simple and concise, use bullet points and do not refer to yourself in the 3rd person or use the personal pronoun "I".

Key Strengths - This is the most important section. Employers give a CV 15 seconds before putting it in the interview pile or the rubbish bin. Summarise any current or completed study. List the work skills, experience and knowledge you have 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 can be useful to add levels of competency or achievements to verify your skills and experience and this will add support to your statements. Adjust the information you give for each different job you apply for. You can add some personal attributes such as interpersonal skills, time management, presentation, collaborative team work etc.

Put either Education or Work first, depending on what is more recent and relevant

Education - List your qualifications, the place where you studied and the start and finish dates; month and year. If you are currently studying, give the start date - current. You can include special projects and/or excellent grades if relevant. Include secondary school if it was the most recent study done or relates to the position applied for.

Work Experience - List your job titles, the places where you worked and the start and finish dates for each. If you are currently working, give the start date – current. Include your recent work experience and further back if relevant. List the main tasks in the jobs you did, 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 – add any of the following that relate to you:

- **Career Goal/Objective** – only include this if it is specific and brief
- **Voluntary Work and/or Community involvement** – list in bullet points including the skills you gained; this could also go under Work Experience if you prefer
- **Practicum/Industry Based Learning** –work place experience as part of your course
- **Sports Involvement** eg. teams, training, competitions, leadership
- **Academic / Professional Development** eg. 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. eg. sports, community groups, creative work etc. Employers like to know a bit about you.

Referees – Give the details of at least 2 people who will speak positively about you. Ask previous employers and/or lecturers if they are happy to be phoned by prospective employers. Alternatively, include someone who knows you quite well, but not family members. You can put *Available on Request* instead and then give the details later on.