

NAME

CURRICULUM VITAE

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

KEY SKILLS & STRENGTHS

- 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
- Ability to...
- Effective use of ...
- Good understanding of ...

EDUCATION (most recent first)

Programme Title dates (e.g. Feb 2015 – current)
Institute name, location

- List courses, projects (optional)

WORK EXPERIENCE (most recent first)

Job Title dates (e.g. July 2013 – Nov 2014)
Organisation, Location

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

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 write: 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. 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 experience 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 15 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”.
- For more helpful information, see www.career.unitec.ac.nz and www.careers.govt.nz.

Key Skills & Strengths:

- This is the most important section. 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 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.
- You can add 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 etc. Employers like to know a bit about you.

Referees:

- Give the details of 2 people who will speak positively about you.
- Ask previous employers / lecturers / community group leaders if they are happy to be phoned by prospective employers. Do not use family members or friends.
- Or, you can put “*Available on Request*” instead and then give the details later on.