Name Surname

# Objective: looking for a xx role

|  |  |
| --- | --- |
| email@Example.co.nz | Mobile number |linkedIn | |
| Personal statement Give a short personal summary sharing your current situation, what type of role you’re interested in, your career goals and your main skills and experience. This is your elevator pitch on why they should hire you!  Keep it concise: two short paragraphs max. It gives the reader a quick overview of what you bring to the table, your strengths, skills and how you can be a good match for their organisation. | |
| Technical Skills | * List your main technical skills and rate your level of skill. * Can be in bullet point or table format. |
| Personal Skills | * List your personal skills – also called employability or transferable skills. * The top skills employers value is a positive attitude, communication, teamwork, self-management, willingness to learn, thinking skills and resilience. |
| Education | Qualification/ NCEA LevelInstitution Name | Period of study You can include your main subjects and grades |
| Projects | * This is a good place to show off your university or freelance projects. Highlight the outcome, technologies used, the scope of the project and your contribution to the result. * Projects are worth mentioning if they are notable and demonstrate your skillset. |
| Work History | Job Title | Period employedOrganisation name | LocationKey Responsibilities  * List your main responsibilities (2-3) and how you made an impact, add numbers to demonstrate if possible. The more recent the position, the more details. * Use bullet points and be concise.  Job Title | Period employedOrganisation name | LocationKey Responsibilities & achievements  * List key responsibilities, duties and achievements * Use bullet points and be concise. |
| Volunteer Experience | Organisation Name | RolePeriod volunteered | Location  * Can include Gateway, internships, cadetships, and other volunteer work. * List your tasks, duties, and achievements. |
| Achievements and Awards | List your achievements and awards |
| Interests | List interests that show you have the skills that an employer would be looking for |
| Referees | Referees are available on request. |

**Notes on formatting of CVs:**

* Keep it simple: no photos, no graphics, no colours.
* Arial or Calibri font is best, font size 11 for body copy.
* One to three pages max