Name Surname

# Job Title

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| --- |
| email@Example.co.nz | Mobile number | linkedIn GitHub link | portfolio link |
| *Give a short personal summary sharing your current situation, what type of role you’re interested in, why you’re looking for a new role, and your main skills and experience. This is your elevator pitch!**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 match up with what they’re looking for.* |
| Technical Skills | * List your main technical skills and rate your level of skill (years of experience & proficiency)
* Can be in bullet point or table format.
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| Work Experience | Job Title | Month 20xx – Month 20xxCOMPANY NAME | City*Optional: give a short summary of the company and scale of the organisation, this is especially helpful if it’s not a well-known NZ company or if this role was not based in NZ.* Key Responsibilities * List your main responsibilities (2-3) and how you made an impact, add numbers to demonstrate. The more recent the position, the more details.
* Use bullet points and be concise.

Projects* List any projects you worked on *(if applicable)* and your contribution to the result.
* Projects are worth mentioning if they are notable and demonstrates your skillsets.
* If you have strong work experience, you may not need to add this section, but if you’re new to the tech job market this could be a good place to show off your freelance/university projects.

**Main Technologies Used*** Bulleted list or table of technologies used in this role

**Achievements*** 1-2 achievements in this role.

Job Title | Month 20xx – Month 20xxCOMPANY NAME | CITYKey Responsibilities * List 1-2 key responsibilities
* Use bullet points and be concise.

Achievements* 1-2 achievements

Projects* List any projects you worked on *(if applicable)* and your contribution to the result.

Technologies Used* List the technologies used for this role

Job Title | Month 20xx – month 20xxCOMPANY NAME | CityKey Responsibilities * List 1-2 key responsibilities, less details as the position is more in the past.
* List the main technologies used in this role
* Use bullet points and be concise.
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| Education & Certifications | Qualification/Degree/Certification* Institution Name | Period of study
* Main subjects, grades can be added here.

Qualification/Degree/Certification * Institution Name | Period of study.
* Main subjects, grades can be added here.
 |
| Interests/Awards/Volunteering | *\*Optional\** List your personal interests, any awards (if it was outstanding) & volunteer work  |
| References | 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 is recommended, but you can go up to 5 pages if you have a long tech career history.