Name Surname

# Job Title

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| --- | --- |
| email@Example.co.nz | Mobile number | linkedInGitHub 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. |
| 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. |
| 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.