



## Name

Telephone: (international number or NZ number even better)  
Email: Make it nice and easy for them to contact you.  
Address:

Advert - A paragraph summarising what you're doing now, what sort of job you're looking for, how great you are. This is like an advert for lazy people who don't bother to read the whole thing and makes them want to read on. This way they'll know what you do and what kind of job you want straight away.

If you're replying to a job advert this area should cover all of the main skills they asked for – so they can see you're perfect for the job. Just make sure not to put anything in that isn't true!

### Work History

- Most recent first.
- Include details of achievements and responsibilities – blow your own trumpet
- Include a short paragraph about each employer to give an idea of how prestigious that employer was.

As a suggested format (I have used some specifics to show what I mean):

#### 1998 - 2003

##### Job Title – company name (website address)

A short sentence about the company following into a little about your role. Your CV should tell the story of your career so if this job was a promotion brought about by your hard work say so! Note how we have used indentation and a combination of sentences, title and bullet points to make this easier to read.

Responsibilities:

- A short list of items;
- About your responsibilities

Achievements:

- All the times you did more than you were supposed to do;
- Came up with good ideas, saved money or generally went beyond the call of duty.

### Education/Training

Most recent first and make sure to mention the title of the award and whether you received any merits, distinctions etc.

### Professional Development

Any courses or other qualifications you've taken while in the workforce - most recent first.

### Interests

You want to show that you're fit, healthy, interesting and someone who's going to slot easily into the team. This paragraph should give them an idea of who you are, what you like to do, your family situation (for example long relationships display maturity and trustworthiness).

Don't add things like an interest in dangerous sports for example. At this stage it's better to avoid anything that will immediately turn a potential employer off you. You can mention this later when they have gained a personal impression of you.

References available on request.