

## WelTec/Whitireia Careers Series

# Writing a CV

## What is a CV?



A CV, or Curriculum Vitae, is a summary of your experience, skills and education. A good CV gets you an interview. A good interview gets you the job!

Most employers will probably only spend a few minutes skimming through the CVs of potential candidates so you want to make your CV stand out.

You can do this by:

- Adapting your CV to suit the role – look at the job ad or selection criteria and make sure your CV clearly shows that you meet the requirements.
- Making your CV clear and concise.
- CVs typically include headings for your Personal Statement, Education and Work Experience. Include additional headings if you have *relevant* information to share. Your CV should be no more than 2-3 pages.
- Doing a thorough spell check before sending off your CV and have someone read over it to check for mistakes.
- Include a list of the names of at least two professional referees and their contact information at the end of your CV. Always ask before you list a person as your referee.

## What to include in your CV



The exact structure of a CV will vary depending on your experience and what is valued in the industry you are applying to work in. However, for the New Zealand job market, there are key details that should be present on all CVs.

Typically a CV contains the sections listed below:

- Name and contact details
- Personal statement
- Skills
- Work history
- Achievements
- Education
- Interests and Hobbies
- Referees



Look at the other side of this page to see an example CV.

Visit Careers NZ at [www.careers.govt.nz](http://www.careers.govt.nz) for more CV examples and templates

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# Example CV

## LARRY MCGUIRE

22 Victoria Street, Lower Hutt, Wellington  
 H: (04) 350 2222 M: 022 350 2222  
 larry@hotmail.com

### Personal Statement

I am currently studying a Certificate in Carpentry, Level 3 at Wellington Institute of Technology. I have seven years' experience as an aerial technician working at heights, with tools and in confined spaces. I also have current, up-to-date knowledge of building practices including interpreting drawings, safe use of power tools and maintenance of safe work sites. I am seeking work as an apprentice builder for a privately owned residential construction company such as Russell Properties Ltd.

### Relevant Skills and Experience

#### Industry Skills

- Showed strength in working accurately and efficiently. Recent experience in construction of a relocated house.
- Comfortable working at heights and in confined spaces

#### Time Management

- Ten years' experience in managing tasks in a timely and efficient way to ensure customer expectations were met
- Planned and evaluated work tasks to ensure timetabling was smooth

#### Teamwork

- Proven ability to work together with others to achieve goals
- Captain of 1st XV rugby team 2002 (Bishop Viard College); energetic and skilled member of this team for three years

### Work History

<i>2012-2016</i>	<i>Butcher</i>	<i>Taylor Preston</i>	<i>Wellington</i>
Duties: Processing and packaging of meat retail products, maintenance of machinery and tools, overseeing hygiene and health and safety protocols.			
<i>2011-2012</i>	<i>Electrical Appliance Technician</i>	<i>DC Systems</i>	<i>Porirua</i>
Duties: Liaising with customers, delivery of TVs and whiteware appliances, wiring houses for entertainment systems, installing appliances, record keeping.			
<i>2005-2011</i>	<i>Contract Aerial/Sky Technician</i>	<i>Aerial Master</i>	<i>Naenae</i>
Duties: Liaising with customers and central service centre, installing aerials and wiring, tuning customers' AV appliances, signal testing, record keeping, overseeing apprentices.			

### Education and Training

2016	Currently studying for a Certificate in Carpentry Level 3	WelTec	Petone
2011	Site Safe Certificate	Whitireia	Porirua
2002	NCEA Level 3	Mana College	Porirua

### Referees

Len Clark, Carpentry Tutor – WelTec  
 M: 027 4444444

Max Gill, Director – DC Systems  
 M: 021 2222222