

Write Your Own CV

YOUR PERSONAL MARKETING CAMPAIGN

# **The CV or CURRICULUM VITAE**

C.V. stands for Curriculum Vitae (Latin – the course of your life).

It is basically a personal document about you, which **SELLS YOU**

**When will you need a C.V.?**

* Tertiary education applications
* Job applications
* Job interviews
* Career changes

You will need it for:

**So** it is a very important document which must be prepared well.

Make sure your CV markets you by focusing on your strong points. It must emphasise your SKILLS, ABILITIES and EXPERIENCE.

## BE POSITIVE



PRESENTATION OF YOUR CV

* Before you begin, collect together all personal information, certificates and educational document.
* **Decide** how you are going to present your CV

(style, layout, graphics)

NB: There are templates in “Word”, “Publisher” and also

Careers NZ Website (www.careers.govt.nz)



* **Aim:** to make it stand out
* Construct your CV appropriately, e.g. emphasise your skills which are specific and relevant to the position you are applying for; put information in date order
* Layout is important; your CV must be easy to read (use different type fonts and heading styles to assist your presentation)
* Use standard A4 paper (coloured or embossed paper can be effective)
* Keep your CV brief (no more than 2 pages)
* Have it typed on a computer and save it. You can then update the document in the future.
* **Your CV must look Professional**

**IF YOUR COMPUTER SKILLS ARE MINIMAL, YOUR OPTIONS ARE:**

1. Draft your CV and employ a professional firm to type it for you. Prices range from $40 per hour

2. Ask a computer literate friend to type it free

* Store your printed CV with your personal documents and have spare copies in case you require them in a hurry

**REMEMBER** – your CV is an individual document about you.

### Give potential employers a copy of your CV (always keep the original)

* Your CV should be accompanied by a covering letter (even when emailing), or application form

.

* Emailing your CV:

\* If you are asked to email your CV as part of the application process, send it as a pdf attachment

### GOOD LUCK!



Following is an example of a 2 page CV and a 1 page CV:

**CV**

**Daniel Lewis**

**Address:** Stoke, NELSON

**Telephone:** 03 545 2015

**Cellphone:** 021 489 562

**Email Address:** daniel@nayland.school.nz

## Personal Statement

1. Responsible and mature, I am seeking employment in the field of Design Technology.

I enjoy working in a team environment and am looking to take on a new challenge.

## Specific Skills

* Computing experience - Photoshop and Windows 10 including word and excel.
* Leadership/Teaching/Instructing – conducted orientation of new Year 9 students in the Peer Support Programme and held weekly meetings.
* Organisation/Administration – collated a club newsletter and mailed to members. Assisted with planning and conducting a touch rugby tournament involving six teams.

## Education and Training

1. Nayland College 2022-present
* Currently in Year 12 studying NCEA L2 in Design & Visual Communication, Business Studies, English, Biology and Mathematics

* Achieved NCEA L1 in Art, Design & Visual Communication, Physical Education,

English, Mathematics and Science 2021

## Achievements

* Current First Aid Red Cross Certificate (achieved 2020)
* Drivers License Restricted
* Touch Rugby Team Captain
* Squash - Nelson U16 Representative (2020)
* Member of Nayland College School Orchestra – Violin

## Employee Qualities

|  |  |  |
| --- | --- | --- |
| * Reliable
 | - | Excellent attendance record at school over 4 years |
|  |  |  |
| * Team Work
 | - | Captain of the Touch Rugby Team - was required to encourage others and resolve problems |
|  | - | Worked with others to perfect performances in Nayland College School Orchestra |
|  |  |  |
| * Time Management
 | - | Successfully balanced the demands of extra curricular activities with my academic study |
|  |  |  |
| * Motivation
 | - | Achieved 6 credits at “excellence” level in Level 2 Business Studies |
|  | - | Completed my First Aid Red Cross Certificate in my own time (April School holidays) and at my own expense |

## Work History

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** | **Checkout Operator** | **Date:** | 2022(3 months) |
| **Company:** | Countdown Foodmarket |
| **Location:** | NELSON |
|  |  |
| **TASKS:** | * Cash handling
* Operating a cash register
* Customer Service
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** | **Kitchenhand** | **Date:** | 2021(weekends) |
| **Company:** | Trailways Hotel |  |  |
| **Location:** | NELSON |  |  |
|  |  |  |  |
| **TASKS:** | * Maintaining cleanliness and tidiness of food preparation areas
* Assisting in the preparation of salads and service
 |

## Interests

* Squash
* Touch Football
* Mountain Biking
* Music

## Referees

Tui Parkes Jesse Rogers

Duty Manager Form Teacher

Countdown Supermarket Nayland College

NELSON NELSON

Phone: 03 524 1036 Phone: 021 252 8288

**CURRICULUM VITAE**

Jason Jefferies

Motueka

Ph: 0274 852146

**PERSONAL STATEMENT:**

Looking for an apprenticeship as a builder, I am keen and motivated to learn the

skills involved in the building industry. I believe that I have valuable employee qualities.

**SPECIFIC SKILLS/EMPLOYEE QUALITIES:**

* Constructed an outside bench and trellis area
* Designed and built bookshelf
* Knowledge of Photoshop and Windows 10

Jason Jefferies

* Competent using Microsoft Word, Excel, Powerpoint and Publisher
* Reliable as shown by my excellent school attendance record
* Developed teamwork and time management as member of the Nayland College

School Orchestra

**EDUCATION AND QUALIFICATIONS: (Motueka High School)**

**2022** Currently studying NCEA Level 2 in English, Biology, Workshop Engineering, Mathematics and Technology Wood

**2021** AchievedNCEA Level 1 in English, Mathematics, Science, Business Studies and Technology Wood

**WORK HISTORY:**

**Current Farm Labourer (work experience)**

6 hours per week Henry Noble, Upper Moutere

Duties include assisting Farmer with

* + - * Fencing
			* Milking cows
			* Renovating a hay shed

**2019 Kitchenhand**

weekends/holidays Dangerous Kitchen, Motueka

* + - * Food preparation for counter food and a la carte meals
			* Maintaining cleanliness and tidiness of food preparation areas

**REFEREES:**

McKenzie Jones Hemi Noble

Tutor Farmer

Go For It Educational Trust Upper Moutere

Phone: 03 528 4013 Phone: 021 236 9874

**COVERING LETTER**

To include with your CV when applying for a job (online or in person)

[Your name]

[Your address]

[Your phone number]

[Your email address]

[Date]

[Advertiser’s name]

[Organisation]

[Address]

[Email address]

Dear [advertiser’s name if you know it, otherwise use Sir or Madam]

I am writing to apply for the [job title] vacancy [vacancy number] at [organisation], as advertised on [name where].

[One paragraph: Explain your interest in the job and how you will fit into the organisation.]

[One paragraph: Link your experience, skills and qualifications to the job. Use two or three key examples. Research the employer online and show how your skills can be useful to the employer.]

In support of my application I attach a copy of my CV.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

[Your name]

IDENTIFYING SKILLS

* A skill is what you have ability/experience/know-how in
* Skills generally fall into two categories:
1. **Transferable**

A transferable skill is one that can be used in a variety of jobs or situations, e.g.

* + - * Take and carry out instructions efficiently
			* Can communicate concisely in writing
			* Efficiently plan, organise and initiate a project
			* Can complete tasks within a specified timeframe

2. **Specialist**

A specialist skill relates to a specific job, e.g.

* Handle customer complaints
* Knowledge of food hygiene and kitchen safety
* Operate a lathe
* Accurate in Windows 10
* Basic knowledge of financial record-keeping

***ENSURE YOUR CV STATES THE SKILLS THAT YOU HAVE***

***Top 5 skills listed in job adverts: Organised, Communicates well, Flexible, Motivated, Passionate***

**P E R S O N A L Q U A L I T I E S**

Below are examples of personal qualities. Identify the ones that are true of you for use in your CV.

|  |  |  |
| --- | --- | --- |
| Risk Taker | Down-to-earth | Patient |
| Adaptable | Efficient | Persevering |
| Ambitious | Energetic | Persuasive |
| Analytical | Enthusiastic | Polite |
| Approachable | Flexible | Punctual |
| Assertive | Goal-directed | Reasonable |
| Calm | Hard working | Responsible |
| Caring | Honest | Self-motivated |
| Competent | Impulsive | Self-reliant |
| Considerate | Independent | Sincere |
| Consistent | Innovative | Sociable |
| Co-operative | Lively | Tactful |
| Creative | Loyal | Thorough |
| Dependable | Methodical | Tolerant |
| Detailed | Observant | Trusting |
| Determined | Optimistic | Versatile |
| Discreet | Organised |  |

EXAMPLES OF PERSONAL STATEMENTS

Responsible and willing to take up any challenge, I set myself high, realistic goals and enjoy working hard to achieve these.

A quick learner, possessing a good sense of humour, I am able to communicate well with people of all ages.

Working in different situations and atmospheres is a challenge I enjoy, as I can utilise all the skills I have acquired.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Bright, responsible and capable, I am looking to achieve in a career which enables me to utilise my skills and abilities.

I enjoy setting goals for myself and utilising them to the best of my ability.

I am someone who puts one hundred percent of effort into everything I do.

Learning quickly, I enjoy accepting new challenges. I am looking for employment which will provide job satisfaction and give me experience for my future career.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Responsible and capable of working without direct supervision, I have proven this with my after-school job.

Tidy and well organised, I am healthy, energetic and adaptable.

Motivated, committed and possessing good team building skills, I believe these qualities will be of benefit to me in any training, or working situation.



WRITING A CV

**A Checklist of Essential CV Features**

Listed below are some points you should check your final CV against:

* Does it describe the main areas of your past experience/qualifications that will be valued by your next employer?
* Does it highlight your skills and personal qualities?
* Are the dates you have given correct?
* Is it neatly laid out to ensure ease of reading?
* Are there unexplained gaps in your employment history?
* Does it have your address, phone number and email?
* Have you removed information that is not relevant to the position?

Get a friend to look over your CV for mistakes before you send it out. Store your CV where it can be kept flat and clean.

**If you would like the 1 page, or 2-page template (as in this booklet) ask the careers staff to email it to you.**

**GOOD LUCK!**

