



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.?

You will need it for:

- Tertiary education applications
- Job applications
- Job interviews
- Career changes

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

- 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

- 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
Duty Manager
Countdown Supermarket
NELSON
Phone: 03 524 1036

Jesse Rogers
Form Teacher
Nayland College
NELSON
Phone: 021 252 8288

CV

Your Name

Suburb · Town/City ·
Email address · Home phone no · mobile phone no

Personal Statement

Insert one or two lines to promote yourself

Education and Qualifications

School Name [Start date – End date]

- NCEA Results
- Other academic qualifications

Employment History

Job Title [Start date – End date]

- Company or organisation

Duties: List a few of the key skills used or learnt

(If you don't have any Employment/Volunteer History, you can add your school subjects under the above Education and Qualifications section instead so it helps fill the page – if you do that, remove the 'Employment History' heading)

Selective Interests

List a few of your hobbies and interests

Other

I.e. Restricted or Full Driver's Licence, First Aid

Referees

Name, Job Title, Company or Organisation, Phone, Email

Name, Job Title, Company or Organisation, Phone, Email



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

PERSONAL QUALITIES

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

Risk Taker
Adaptable
Ambitious
Analytical
Approachable
Assertive
Calm
Caring
Competent
Considerate
Consistent
Co-operative
Creative
Dependable
Detailed
Determined
Discreet

Down-to-earth
Efficient
Energetic
Enthusiastic
Flexible
Goal-directed
Hard working
Honest
Impulsive
Independent
Innovative
Lively
Loyal
Methodical
Observant
Optimistic
Organised

Patient
Persevering
Persuasive
Polite
Punctual
Reasonable
Responsible
Self-motivated
Self-reliant
Sincere
Sociable
Tactful
Thorough
Tolerant
Trusting
Versatile



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!

