**CURRICULUM VITAE – *YOUR NAME HERE***

*\*This is just one example of many CV templates you can use. Compare your CV with CVs from older family members/friends to find the best template that works for you.*

**Personal details:**

Address:

Contact number:

Email:

**Personal statement:**

***Handy tip*** *– include a personal statement to show why you are applying for the role and what your main goals are. Keep it to 2-3 sentences.*

**Education:**

Name of school/tertiary education provider Name of qualification

***Handy tip*** *- Don’t list individual subjects, just the qualification e.g. NCEA Level 3, New Zealand Certificate in*

*Carpentry - Level 4, Bachelor of Commerce degree – Victoria University.*

**Key skills:**

***Handy tip*** *– Bullet point your key transferable skills.*

* Languages – can you speak other languages?
* Any extra skills gained from; Outward Bound, your education, extracurricular activities, leadership positions.

**Scholarships and awards:**

***Handy tip*** *- Bullet point any main scholarships or awards you have received.*

**Leadership positions:**

***Handy tip*** *- Bullet point any main leadership roles you have held.*

**Extracurricular:**

***Handy tip*** *– Bullet point any teams or activities you’ve been involved with outside your education.*

*You can find interview tips on the Outward Bound ‘Post Course’ webpage which may help you talk about your experiences.*

**Work experience:**

***Handy tip*** *- Even if you think that the jobs you have held so far are not relevant, it is important to list them as this gives someone an idea of how you manage your time, what skills you have learnt and how you have gained them.*

**Start date to end date** *(most recent role first)*

**Company name – Job position title**

You add 1-2 sentences explaining your role here.

You can use any or all the following headings to guide you, if you have a job description from the role that will help you identify responsibilities and key skills required for the role. If you don’t have much information to put in this section, you can do a list of bullet points instead of having separate headings.

Responsibilities:

* A concise bullet point list of the key responsibilities in your role.
* What tasks did you do every day?

Key Skills and personal attributes:

* A concise bullet point list of the key skills you required for the role.
* Many of these are transferable skills, so ensure you think them through carefully and don’t repeat yourself.
* Any specific interpersonal skills you had to have to be able to perform this job well?

Achievements in the role:

* Bullet points of the key achievements you had in the role – especially if you were formally recognised or rewarded by your employer.

**Volunteer work:**

***Handy tip*** *– Bullet point information about any volunteer work, community service or unpaid work experience hours that you undertake on a regular basis.*

*Apply for volunteer opportunities listed on various websites to grow your volunteer experience. A list of these can be found on* [*Volunteering NZ’s website*](https://www.volunteeringnz.org.nz/finding-volunteer-roles/)*.*

**Personal interests:**

***Handy tip*** *– Bullet point information that gives the reader some information about who you are. Include hobbies, interests, sports, cultural groups etc.*

*Highlighting scholarships, awards, personal interests and volunteer work allows the reader to see what type of personality you have and get to know you a little better. It also gives you an opportunity to impress them and show that you lead a balanced lifestyle – this can be more important than you think!*

**Referees:**

***Handy tip*** *- There are two options for this section:*

*Option 1:*

You can list your referees with their name; title; contact details and the role in which they supervised you

You should highlight whether they are a personal or professional referee – a professional referee should always occupy a higher position in the organisation than yourself – your manager or an HR representative are good examples.

*Option 2:*

You can state that your referees are “Available on Request”. This allows you to protect the privacy of your referees; remember giving a verbal reference is a time-consuming process and one which most people do not like to have to do often.