

CV Guide

Use this as a guide to help you build your CV. Remember to tailor your CV to the role you are seeking.

John Smith

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Add your full name, address, email address and your phone number.

Personal Statement

Build this like a story by having a beginning (who you are), a middle (what you are doing now), and an end (what type of role you are seeking).

I am passionate about people and enjoy working in a team. Currently I am working towards a Level 5 qualification in Business through NZSE. I am now looking for a part-time role as a Retail Assistant to support my study.

Work History

Team Member at McDonald's
Manukau, Auckland, New Zealand
January 2019 - Present

Add your job title, name of workplace, address, employment dates and a brief description of the role.

- Communicating with a variety of customers
- Processing orders
- Stock intake

Qualifications

Level 5 Certificate in Business at NZSE
Auckland, New Zealand
February 2019 - Present

Add your qualification title, place of study, where it is, start and end dates and a brief description of the course.

- Work placement at...

Technical Skills

- **Hard skills** i.e. competent at Microsoft Office (tailor these to the role you are applying for)
- **Other skills** i.e. able to speak English and French
- Restricted Driving Licence
- Valid workplace First Aid certificate (2019)

Personal Skills

Remember these are soft skills i.e.

Teamwork, communication, willingness to learn, leadership

Community and Volunteer Experience

Manukau Football Club
Manukau, Auckland
February 2018 - Present

Here you can add any teams you are part of and any volunteer roles.

I play central defender, twice a week. In 2018 we won the local league.

Volunteer at Save the Children

Manukau, Auckland
January 2018 - September 2019

Raised \$1,500 through running a half marathon.

Add the name of the group, where it is, the dates you participated and a brief description.

Referees available upon request.