

[Full Name]

[Street name, suburb, city, post code]

[Phone number]

[Email address]

OBJECTIVE

[Add details about the type of work, role and industry you would like]

PERSONAL STATEMENT

[Add a personal statement. It should include your career goals and show an employer why they should hire you]

TECHNICAL SKILLS

- [List technical skills that are relevant to the job you are applying for. For example, driver's licence, cash handling, coding or food preparation]

PERSONAL SKILLS

- [List your personal skills – also called employability or transferable skills. The top skills employers value are: positive attitude, communication, teamwork, self-management, willingness to learn, thinking skills and resilience. You can use these skills in your CV, or add others]
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EDUCATION

[School/institute name]

[Location]

[Period of study]

[Qualification/NCEA Level]

[You can include your subjects and grades]

WORK HISTORY

[Organisation name]

[Location]

[Period employed]

[Role]

- [Tasks, duties, achievements]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

[Organisation name]

[Location]

[Period employed]

[Role]

- [Tasks, duties, achievements]
 - [Tasks, duties, achievements]
 - [Tasks, duties, achievements]
-

WORK AND VOLUNTEER EXPERIENCE

[Organisation name]

[Role]

[Location]

[Period volunteered]

- [Can include Gateway, internships, cadetships and volunteer work]
- [Tasks, duties, achievements]
- [Tasks, duties, achievements]

[Organisation name]

[Role]

[Location]

[Period volunteered]

- [Tasks, duties, achievements]
 - [Tasks, duties, achievements]
 - [Tasks, duties, achievements]
-

ACHIEVEMENTS

- [List your achievements and awards]
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INTERESTS

- [List interests that show you have the skills an employer is looking for]
-

REFEREES

[Referee's name]

[Job title]

[Organisation they work for]

[Phone]

[Email]

[Referee's name]

[Job title]

[Organisation they work for]

[Phone]

[Email]