**[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]

**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]**  [Location]  [Period volunteered] | **[Role]**   * [Can include Gateway, internships, cadetships and volunteer work] * [Tasks, duties, achievements] * [Tasks, duties, achievements] |
| **[Organisation name]**  [Location]  [Period volunteered] | **[Role]**   * [Tasks, duties, achievements] * [Tasks, duties, achievements] * [Tasks, duties, achievements] |

**ACHIEVEMENTS**

* [List your achievements and awards]

**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] |