



## Suggested Resume/CV Format

The cover page contains.....

**Name**

**Contact Details**

Telephone number

Mobile number

Email address

**Career Summary/Profile.** *One paragraph at bottom of page covering (write this in the first person):*

Past – what I have done, where I have been (career history)

Present – what I am doing, where I am at (current career status)

Future – what I want to be doing, where I am heading (career ambition)

**The following pages (2-4 max) contain work history/experience in reverse chronological order (newest to oldest)**

*in this format:*

## **Employment Experience**

Dec 2005 – Present                      XYZ Company Ltd, Auckland.

Senior Systems Analyst.

### **Challenge:**

The biggest challenge faced in this role was..... *(describe biggest challenge)*

This challenge was met by..... *(describe what you did to meet the challenge)*

**Responsibilities:** *(list major responsibilities – can generally be summarised from the Job Description for the position.)*

- Systems analysis work for finished goods distribution function
- etc

**Achievements:** *(list major achievements - may be summarised from performance appraisals)*

- The redesign of the despatch module for finished goods distribution function completed by Emma resulted in net savings to the company in operating costs of \$350,000 over 18 month period
- etc

*Make achievements quantifiable!!!*

*Good ratio is 30% responsibilities, 70% achievements. Employers want to know what you have done.*

*List challenges, responsibilities and achievements for last 10 – 12 years only. Beyond that only list period, company, and position.*

*Generally write this section in the third person, eg “Emma’s most significant achievement in this role...”*

## **Final Page.**

### **Personal Details**

#### **Contact Details**

*List Name/Address/Telephone/Mobile/Email*

#### **Education/Training**

*Under this heading list qualifications, university degrees/majors, and relevant industry training/courses. If you have tertiary education you can generally omit secondary/primary education. Gives dates for courses, conferment of degrees, etc.*

#### **Professional**

*Under this heading list membership of any professional/trade associations/bodies.*

#### **Extracurricular**

*Under this heading list any relevant involvement in outside activities, eg secretary of the tennis club, scout/guide leader, St John volunteer, etc.*

#### **Interests/Hobbies**

*Under this heading list any unique interests or hobbies. “Walking on the beach” is not unique. “Listening to music” is not unique. “Learning Argentinean Tango” and “Collecting dinosaur fossils” are unique. Convince the reader that you are a ‘well-rounded’ and interesting person.*

#### **Referees**

*You may choose to list referees. 2 x professional, 1 x personal. You may also choose to omit the names of referees and add a note to the effect that referees will be provided upon request. The latter gives you the opportunity to vary your referees and to coach them before they are contacted.*

***Notes:***

Exclude as much biographical data as possible – date of birth, marital status, number of children, ethnicity, nationality, etc. If any of this information is relevant to the position you are applying for, the organization will raise it at interview.

Use common fonts/styles etc, eg Times New Roman 12, Arial 10.

Don't use excessive bolding, underlining, italics, etc.

Have a work colleague/peer review it for readability.

If more than 6-7 pages, you likely have too much content.

Keep your CV up to date.

Tailor your CV to the position you are applying for. Does your CV emphasize a good match between you and that position?

***Remember –***            **You only get one chance to make a first impression.  
Use it wisely.**