



## Suggested Resume/CV Format

*The cover page contains.....*

**Name** (*Write your name as you preferred to be called/known*)

**Contact Details**

Telephone number:

Mobile number:

Email address:

*(If you are LinkedIn you could note that here)*

**Career Summary/Profile (optional).** *One paragraph (no more!!) 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 (2-3 max) contain work history/experience in reverse chronological order (newest to oldest)**

*in this format (for last 10 years. See notes below):*

### **Employment Experience**

Dec 2005 – Present                      XYZ Company Ltd, Auckland.  
Senior Systems Analyst.

**Challenge (optional):**

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

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

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

- Systems analysis work for finished goods distribution function
- etc

**Major Achievements:** *(list significant or major achievements - may be summarised from performance appraisals. How do these highlight your significant knowledge, skills, abilities, competencies?)*

- 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

*(Optional: You may choose to list the following. If you do, ensure you tailor this to the job you are submitting your CV for. That is, try to match what the organization is seeking versus what you can offer. Alternatively this may be covered in the cover/application letter.)*

**Knowledge/Skills/Abilities (or Competencies) Utilized:** *(list 4 – 6 of the more significant knowledge/skills/abilities or competencies you **used** in this role)*

**Knowledge/Skills/Abilities (or Competencies) Developed:** *(list 4 – 6 of the more significant knowledge/skills/abilities or competencies you **developed** in this role)*

**Notes on content:**

*Make achievements quantifiable, ie quote hard results!!!*

*Good ratio is 30% responsibilities, 70% achievements.*

*Employers want to know what you have done. Evidence this through the knowledge/skills/abilities (KSAs) (or substitute this with “Competencies”) you have used/developed. Employers want to know that you can use what you have, and that you can also develop further.*

**Important:** *List positions (challenges, responsibilities, achievements, KSAs/competencies) for last 10 – 12 years only. Beyond that only list period, company, and position. The last 10 years is what counts!! Make it count!!*

*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. The name you list here should be your legal name.*

#### **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/character. 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 action gives you the opportunity to vary your referees and to coach them before they are contacted.*

## ***General 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 5-6 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 emphasis a good match between you and that position? Can you see a match between what the position is seeking and the knowledge/skills/abilities (competencies) you have listed above?

A CV is very much a personal statement. As such, there is no one correct format for a CV. What I offer here is but one possible format based on many years of supporting people with their career management. I have had positive feedback from clients and organizations on this format so present it for consideration. You may of course tailor it to suit your own personal preference.

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