First Name + Surname | Professional Title (i.e. Marketing Manager or Senior Web Developer)  
Location: Town/City  
Phone: Insert number  
Email: name@example.com  
Linkedin: Insert an external link

**PERSONAL STATEMENT**

(A personal profile is arguably one of the most important elements of your CV. It serves to explain your career objectives and professional intentions, and demonstrates to potential employers who you are. To know more, [**click here**](https://www.moneyhub.co.nz/how-to-write-a-cv.html#personal)).

**KEY SKILLS**

(The best number of skills to list is around five. They need to be both ‘soft’ (i.e. personal qualities) and ‘hard’ (i.e. technical). To know more, [**click here**](https://www.moneyhub.co.nz/how-to-write-a-cv.html#skills)).

WORK EXPERIENCE

Job Title – Dates of Employment (date format should be Month YYYY e.g. November 2017 – May 2019)

Company Name - [www.examplelink.co.nz](http://www.examplelink.co.nz)

Location: City/Town, Country

(You’ll need to state your job title, employer name, the dates you worked and a line that summarises the role. You’ll then bullet point your key responsibilities, skills and achievements. Importantly, each point must be enhanced with powerful verbs, facts and figures to demonstrate your impact).

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Job Title – Dates of Employment (again, the date format should be Month YYYY e.g. November 2017 – May 2019)

Company Name - [www.examplelink.co.nz](http://www.examplelink.co.nz)

Location:

(For older jobs you should keep the details slightly shorter, remembering to include your dates of employment and key skills obtained/applied to achieve your goals. For more details, [**click here**](https://www.moneyhub.co.nz/how-to-write-a-cv.html#experience)).

**EDUCATION**

(Like your employment experience section, your education should be listed in reverse chronological order. Include the name of the institutions and the dates you were there, followed by the qualifications you achieved. It’s not usual to list the grades you achieved in New Zealand unless your education is NCEA subjects).

Suggested layout:

Institution name | Dates attended (from – to) | Degree(s) or qualifications

Examples:

University of Otago | 2004 – 2008 | LLB & BCOM *or*

University of Auckland | 2001 - 2004 | BA (Hons) *or*

Long Bay College | Year 13 School Leaver, 2019 | Merits - English, Japanese & Art. Excellence - Spanish & Geography

**PERSONAL INTERESTS**

### (If you want to show your personality, listing hobbies and interests can help to boost your CV. However, be careful not to include generic hobbies like ‘reading’ or ‘exercising’. You’re best to include interests and hobbies that relate to the job).

### (For example, if the position is with an environmental-focused company, mentioning an interest in renewable energy and climate change activism would support your application).

**REFERENCES**

Available on request.