WRITING A CV

NZRPA

There is plenty of information available online about writing a CV (Curriculum Vitae) however, sometimes an internet search can leave you feeling overwhelmed. This is why we have provided a list of 'top tips' to get you started and links to a few websites that provide great information on CV writing. Your Personal Development Manager will be able to provide you with some CV templates to use.

Purpose of a CV

A CV is a written summary of your experience, skills, education and achievements. It's an important sales tool, which highlights your background and skills that relate to the job you are applying for. When writing about your experience, consider including:

- WHO (who you worked for).

- WHAT and HOW (what you did and how you went about it e.g led meetings, public speaking, decision making, planning and performance analysis).

- WHY (the value of your contribution and input, and how it fitted into the bigger picture).

- WHEN (dates).

It's important your CV is tailored for each position you apply for in order to show your potential employer that you are a strong fit for the job.

CV top tips

- Use clear section headings (e.g. Education and Training, Key Skills or Strengths, Experience).

- Select an easy-to-read font, keeping the font size and spacing between sections consistent.

- Choose a style/template you like. Keep it simple. If it's too busy this can distract the reader from the key information in your CV.

- List information using bullet points. Begin these with an action word. Do not use 'I' language. e.g. say 'led a team of ...' instead of 'I led a team of....'. See 'Additional Information' below for link to action words.

- When explaining achievements think about:

  - What you did (e.g. introduced a new idea, solved a problem).

  - How you did it (e.g. by using open communication and different training methods).

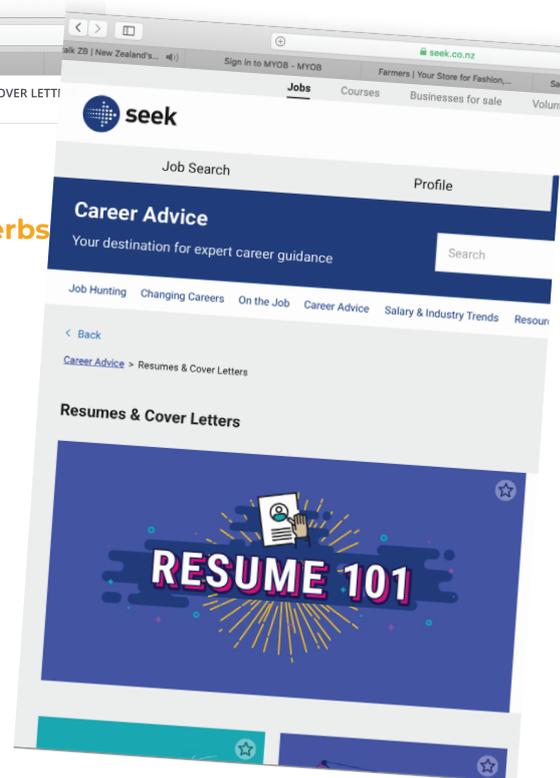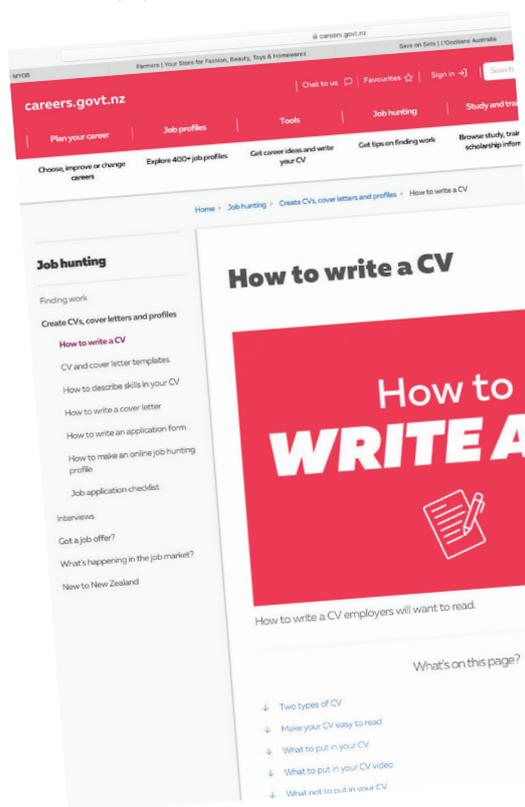 - The outcome/result (e.g. improved team culture and performance).
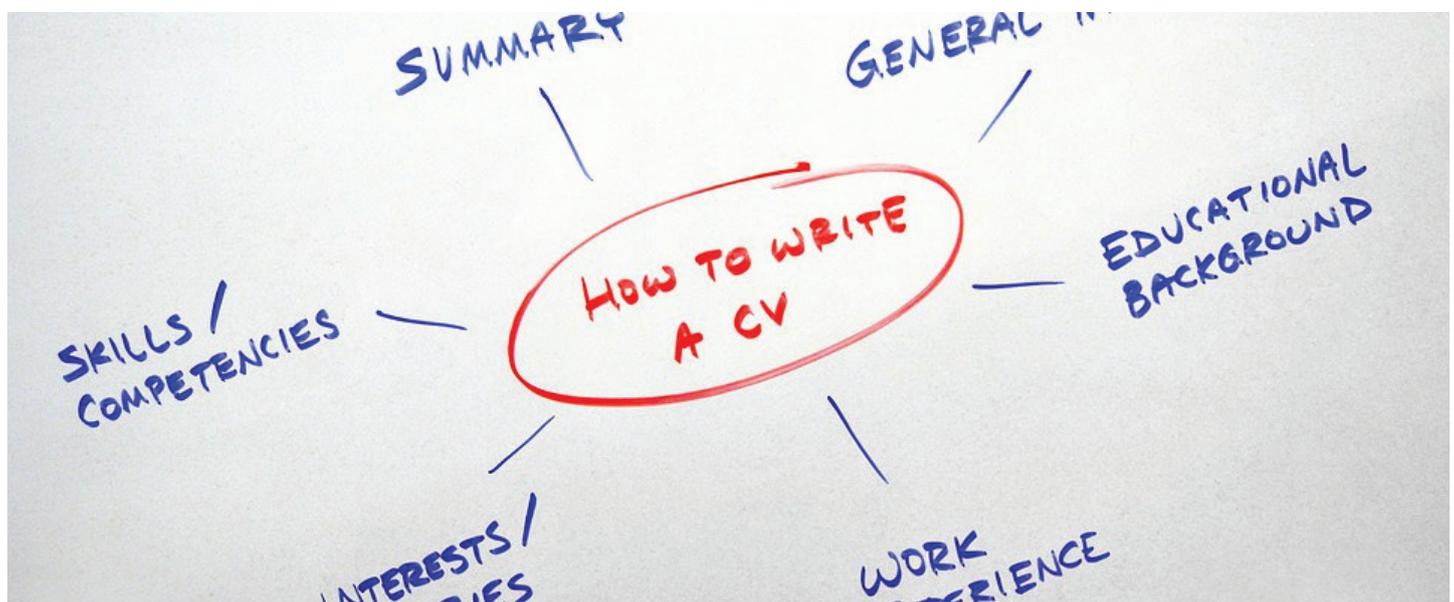
- Complete a spelling and grammar check, but don't rely on it. Read every word out loud to someone else. This will help you pick up on errors. Ask someone with an eye for detail to check it.

- If your CV is two to three pages long, you may want to include your contact details on each page (in the footer).

- Unless it's requested, don't include your photo as it can lead to employers making assumptions based on appearance alone. It's better to focus on your experience and achievements.

- As most CVs are printed in black and white, be cautious about using colours. It's a good idea to print your own CV so you know how it will look on paper.

- If using abbreviations, write the terms out in full the first time with the abbreviation in brackets. From then on, just use the abbreviation.

- Instead of including names of people willing to provide references for you, it is acceptable to simply write 'referees available on request'.

- Check to see your referees are happy to be contacted. Let them know what job you're applying for and email them a copy of your CV.

- Make sure your contact details are up to date and appropriate (i.e. is your email address professional?). Avoid using your work email address.

- If you are including your LinkedIn URL, make sure your online profile is up to date and matches the information on your CV.

- Check that your phone's voicemail is clear and professional.

Additional Information

www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-a-cv/

www.livecareer.com/resources/jobs/search/action-skills (list of action words)

www.seek.co.nz/career-advice/resumes-and-cover-letters