

# CV Guide

Use this as a guide to help you build your CV. Remember to tailor your CV to the role you are seeking.

## John Smith

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johnsmith@gmail.com  
021 234 5678

Add your full name, address, email address and your phone number.

## Personal Statement

Build this like a story by having a beginning (who you are), a middle (what you are doing now), and an end (what type of role you are seeking).

I am passionate about people and enjoy working in a team. Currently I am working towards a Level 5 qualification in Business through NZSE. I am now looking for a part-time role as a Retail Assistant to support my study.

## Work History

Team Member at McDonald's  
Manukau, Auckland, New Zealand  
January 2019 - Present

Add your job title, name of workplace, address, employment dates and a brief description of the role.

- Communicating with a variety of customers
- Processing orders
- Stock intake

## Qualifications

Level 5 Certificate in Business at NZSE  
Auckland, New Zealand  
February 2019 - Present

Add your qualification title, place of study, where it is, start and end dates and a brief description of the course.

- Work placement at...

## Technical Skills

- **Hard skills i.e.** competent at Microsoft Office (tailor these to the role you are applying for)
- **Other skills i.e.** able to speak English and French
- Restricted Driving Licence
- Valid workplace First Aid certificate (2019)

## Personal Skills

Remember these are soft skills i.e.

Teamwork, communication, willingness to learn, leadership

## Community and Volunteer Experience

Manukau Football Club  
Manukau, Auckland  
February 2018 - Present

Here you can add any teams you are part of and any volunteer roles.

I play central defender, twice a week. In 2018 we won the local league.

Volunteer at Save the Children

Manukau, Auckland  
January 2018 - September 2019

Raised \$1,500 through running a half marathon.

Add the name of the group, where it is, the dates you participated and a brief description.

Referees available upon request.