

HOW TO WRITE YOUR CV

Our CV template is the standard by which agencies and employers judge. Trust us, we know what we are talking about here!

General notes

- **The first page is key**
Recruiters, HR and hiring managers might look at hundreds of CV's a day and need to gain an overview of your experience within seconds. Make sure your first page grabs people's attention fast!
- **Keep it simple**
Use a single font and colour. Unless you are applying for a role in the creatives group of an ad agency, an architecture role, or another area which specifically requires you to show your creativity in your CV then keep your CV professional and in a simple layout! Interviews are your opportunity to show your personality and flair.
- **Write in the third person**
Do not write in the first person (eg. I, me, myself).
- **Use bullet points**
Wherever possible list responsibilities, achievements, projects etc with bullet points. This makes it much easier to read and visually separates your various skills.
- **Don't be afraid to use bolding**
Use bold to highlight key skill areas or experience
- **Keep it concise**
Ideally two to four pages, although this is dependent on the amount of work history you have and the industry you work in.

Personal details


Essential:

- **Contact details**
Your email address and a phone number (preferably your current one and the one for your destination country). If you are working directly with one of our consultants they will put their contact details here.
- **Nationality**
Where you were born or where you hold citizenship for. NB. If you hold both New Zealand and UK passports list both nationalities.
- **Visa status**
This is extremely important! This shows that you are legally able to work in your chosen country. If you have not received your visa yet, list the visa applied for as 'pending'. If possible list when you expect to receive a decision on your visa. If you have already used a portion of your visa then you must also say how much longer you are eligible to work.
- **Availability**
This is the date from when you are available to commence face to face interviews.

Do not put:

- **A photo**
A photo is not preferred as if there is a photo on a CV an agency or potential employer opens themselves to the potential liability of being age / sex / race discriminative. Additionally, photos can sometimes clog up databases or computer systems or make your document difficult to open. Remember they are hiring you for your skills, not your looks!
- **Your date of birth**
It is not imperative to include this on CV's in most countries due to age discrimination laws. The Middle East is an exception to this.
- **Your religion / sex / marital status / health...**
None of this personal information is required or will have any bearing on your potential employment.

CV TEMPLATE



NAME ↓

PERSONAL DETAILS

CONTACT DETAILS
NATIONALITY
VISA STATUS
AVAILABILITY

PROFESSIONAL MEMBERSHIPS

EDUCATION AND QUALIFICATIONS

KEY TRANSFERABLE SKILLS

:

INFORMATION TECHNOLOGY SKILLS

:

PERSONAL INTERESTS

1

Professional memberships

List chronologically in bold any professional body where you hold a membership or are studying towards one. List the year you became a member in the left column. These are crucial as often employers use these as their first cut in qualifying candidates.

Examples include:

- New Zealand Institute of Chartered Accountants (NZICA)
Chartered Accountant (CA) / Part Qualified - completed PCE 1
- Chartered Institute of Management Accountants (CIMA)
- Human Resources Institute of New Zealand (HRINZ)
- Institute of Professional Engineers of New Zealand (IPENZ)
- Admitted to the High Court of New Zealand as a Barrister / Solicitor
- Australian Human Resources Institute (AHRI)
- Australian Direct Marketing Association (ADMA)
- Admitted as a Barrister / Solicitor in Queensland / NSW / VIC etc

NB: An MBA or PHD is not a professional membership. These would go under education. Also not considered relevant are any memberships to non profit or charity organisations.

CV TEMPLATE

GLOBAL
ATTRACT
A world of talent

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Education and qualifications

List your education from your highest qualification to lowest. For example, you would list your most recent and highest qualification first:

Masters of Business Administration (MBA), 2006
XXXX Institute, XXX City, XXX Country

Bachelor's of Something Impressive (B...), 2004
XXX Institute, XXX City, XXX Country

A Bursary/Higher School Certificate / VCE / QCE
XXX School, XXX City, XXX Country

You DO NOT need to include:

- Your primary school
- Your grades (unless you are a lawyer in which case attach them in a separate document)
- A list of courses taken (unless they are specifically appropriate for the work you are seeking)

Key transferable skills

One of the most important parts of your CV. Key transferable skills relate to experience and skills you have gained in your work to date which are transferable to a new country or new role. Aim to keep these as “hard” skills or experience rather than “soft” skills. For example, anyone can say they are an “excellent team player”, however this can only be proven through performance. “Four years experience working in a Big 4 CA firm” or “Proficient in working with Risk Management Procedures, including Sarbanes-Oxley (SOX)” are examples of “hard” experience/skills. See below for further examples.

Examples of appropriate key transferable skills:

- X years experience in a top XXX firm
- Experience working within the following industries: (Oil & Gas, Media, Financial Services, etc)
- International experience gained through secondment to XXX
- Solid communication skills, both written and verbal to clients, peers and management (this is the only “soft skill” we recommend including here)

Examples of inappropriate key transferable skills:

- Excellent time keeper
- Team player
- Friendly and personable
- Quick learner

Information technology skills

This includes any IT skills you have however broad.

Examples include:

- Microsoft Office Suite
 - Powerpoint: Proficient
 - Word: Advanced
 - Excel: Proficient
- MYOB (give quick overview as this is not well known internationally)
- SQL
- Access
- C++
- Any Audit or Accounting packages
- Your typing speed if administrative work is a fair portion of your job

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PERSONAL INTERESTS

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Personal interests

It is important to show some personal interests in order to prove that you have a good work life balance and are a well rounded person. Additionally, these serve as an icebreaker in an interview and give an idea of who you are as a person. Personal interests can also offer potential leads to a role in an organisation that may have an involvement in your particular interest.

List these in linear form and keep to a maximum of two or three. If there is not room for these on the first page then move them to the last, just above your referees.

Examples: Literature (specifically 19th century), International travel (you could list a few countries you have visited but do not go overboard), Outdoor activities eg. kayaking and rock climbing, any volunteer work you do.

Work history

Now we get down to the meat and bones of your CV! This is where you need to give an overview of where you have worked, what you did, what skills you obtained and what you have achieved. Keep it concise and bullet pointed; you do not need to list everything you have ever done, just the main relevant points.

- **Date**

List the date you began employment, including the month and year, in bold. You must include the month you began! Starting a role in January 2008 is very different from starting in November 2008. Also, abbreviate months so they can fit into the left column, eg. **Sep 2005 - Jan 2009**

- **Company Name**

List the company name in capital letters so that it stands out clearly. In lowercase letters list the city and country. Then bold it, eg. **FONTERRA, Auckland, New Zealand**

- **Job Title**

Again, bold it. If you have had several different jobs at one company or were promoted list them with dates from the most recent.

Eg. **Sep 2005 - Present** **FONTERRA, Auckland, New Zealand**
 May 08 - Present **Finance Manager**
 Apr 06 - Apr 08 **Financial Accountant**
 Sep 05 - Mar 06 **Assistant Accountant**

- **Company Information**

Give a two to four line description of the company you worked for. Many companies will not be recognised overseas so it is important to note the industry and size. For example, Fonterra and Optus are not widely recognised overseas, so you need to explain their size and importance. Even if you have worked for a globally recognised company such as Coca-Cola or Deloitte, give a brief description of the company and their presence in your home country. If known, details such as the company's turnover, number of staff or number of offices in your country are useful.

- **Key Responsibilities**

A good starting point for this is to check your job description or performance reviews. At a minimum we suggest five bullet points of key responsibilities. If you have several different areas in which you work you can list these out separately. Again, keep these technical. Dealing with colleagues is not a responsibility, nor is answering the phone!

- **Key Clients**

If you work in an area such as audit or sales and have clients it is a good idea to list some of your main clients you have worked with. Pick the main three to five and list them like this:

Bob's Amazing Global Insurance Company
Industry: Insurance
Annual Turnover: (if known, if not give an indication of size)
Your role with the client (one to two lines is sufficient)

- **Key Achievements**

This is your opportunity to brag about yourself!

- Have you been promoted several times or put on a fast track promotion?
- Were you selected for any secondments?
- Did you win any company awards?
- Did you secure any new impressive clients?
- Have you received multiple raises in one year (i.e. significantly more than would be expected)?
- What have you accomplished that your colleagues have not?

If you have done any of these, list them here! Brag about yourself but keep it concise. Aim for three to five, although if you have more then do list them.

- **Key Projects**

This section is sometimes interchangeable with Key Clients or Achievements. It shows your ability to put into action the requirements of your job and detail the outcomes. It is sometimes useful for this section to look at your most recent performance review and look at your Key Performance Indicators (KPI's).

WORK HISTORY	
Date from - Date to	COMPANY, Town, Country Job Title
Company Information	
Key Responsibilities	• • •
Key Clients	•
Key Achievements	•
Key Projects	•

Employment referees

We suggest two to three employment referees. Very often we are asked if these must be written. The answer is no, they definitely do not need to be. We understand that many companies as a policy will no longer provide written references. However, if you are going to the UK and can obtain written references from your employer, please do, as this can be very impressive.

Ideally you should use your direct manager as a reference, or whoever has the best idea of your working capabilities. Then if possible a partner or director, or else the next person in the line of command up. If you have no other options, choose a colleague who is more senior than you.

Make sure your referees are aware they may be contacted!

EMPLOYMENT REFEREES

Name
Title
Company
Tel. No.
Email Address

Name
Title
Company
Tel. No.
Email Address

PERSONAL REFEREE

Name
Title
Company
Tel. No.
Email Address

3

Personal referee

Your personal referee must be someone who is not currently a colleague or a family member and has known you for five years or more. They must be able to vouch for both your character and your whereabouts.

For example, if you took six months off to go travelling in South East Asia, your personal referee can vouch you were in fact travelling and not actually in jail for possession of Class A drugs.

Lastly... you should have a Written Statement of Employment or Certificate of Service for each company you have worked for. Your HR or Payroll department issues these and your manager should provide you with a signed original at your exit interview. Also ensure you have a minimum of one person from each place of employment over a minimum of five years who will act as a verbal referee for you. They may give a personal reference for you if it is company policy not to give references.