

# CV / Resume Guide

## YOUR PERSONAL MARKETING CAMPAIGN

CV stands for Curriculum Vitae (Latin – ‘the course of your life’) and means the same as Resume. **Webster’s Dictionary:** a short account of one’s career and qualifications prepared by an applicant for a position.

A CV is used to assist you in changing your future. You need it for job seeking applications, tertiary education applications and scholarship applications. It is an extremely important document which must be prepared well, as it is often the first contact between you and a potential employer or organisation.

The way you market yourself can make a vital difference between success and failure in the world of employment so **SELL YOURSELF WELL!**

- A good CV is dynamic and selective – be crisp, clear and succinct.
- You must select and highlight **YOUR POTENTIAL** .
- Make sure your CV markets you by focusing attention on your strong points.
- It must emphasise your skills, abilities and experience.
- **BE DYNAMIC, SELECTIVE AND REFRESHING:** On average a CV is initially scanned in **12.5 seconds!!**



**Read this guide carefully and then using the example, draft your own C.V.**

# CHRONOLOGICAL CV

## What Does It Contain?

**For Year 11→13 develop a Chronological CV:** an account of your life starting from now : **most recent first** to show your progress. An easy CV to organise, it categorises your achievements and lists them by **date**.

**Start with a chronological CV, you can adapt it later to include functional skill sections**

Develop a CV which will be suitable for you seeking **holiday or part time work** or to submit with an **application** for a **course or a scholarship**. You will want to keep it up to date and add or subtract sections. In the job market, the purpose of the CV is to get an interview.

## Presentation of Your CV- CHECK LIST

First appearances are vital - employers usually quickly scan your CV

- White/pale plain paper – no texture. Choose font carefully – Arial or Verdana give a crisp and clean look.
- Plenty of white space on the page
- Vary the format – avoid long lines of lists or sentences – **use bullet points**
- Don't underline
- No typos or grammar errors!
- 2 – 3 pages long
- Can have cover page with name & personal details
- Stapled **NOT** bound - Don't waste money on fancy binding!
- **Reverse chronological order – most recent first!** – i.e. begin with 2010



Use the following notes as a guide and the model CV, draft **your** CV. Remember:

- **White space – lots of it – suitable font – verdana or arial**
- **Dates on left hand side so the C.V. content can be easily read**
- **Immaculate layout**



**Proof read carefully: no spelling errors!**

## Parts of a Chronological CV

### 1. Personal Information – include the following

Name  
Address  
Date of Birth (optional)  
Telephone  
Email

This information can be  
on a coversheet if you wish

Make sure your email address is suitable

### 2. Education and Qualifications

- Put school(s) and years of attendance – **most recent first** i.e. start with **2011**
- List qualifications/marks and grades, highest **FIRST – A → E**
- Tertiary study details and qualifications can be added later
- Use dates – 2011 - Cambridge International Examinations

| CIE   | - | Subjects | Grade | Mark  |
|-------|---|----------|-------|-------|
| _____ |   | _____    | _____ | _____ |

**OR**

|       |         |          |         |
|-------|---------|----------|---------|
| 2011  | NCEA L3 | Subjects | Credits |
| _____ |         | _____    | _____   |

### 3. Achievements

Identify your achievements – you can use categories, e.g. School Awards / Leadership / Community Service / Cultural / Sport / Academic. **Give the year achieved, also on the left hand side. You may need to include a brief explanatory description.**

### 4. Employment History:

Give the name of the workplace, the time frame, and the job title. Include part-time / holiday employment . List **key responsibilities** or **key tasks** – **Again, use dates, down the left hand side**

### 5. Interests

Sporting, leisure, personal hobbies. Here is your chance to be interesting. Group in categories if you have quite a few.

### 6. Referees

Think about the most suitable people to include here . It is important that she/he can speak about your level of skill or your personal style in a **positive** way if they are approached.

Referees must be able to be contacted by **phone** by a potential employer, so list telephone and mobile numbers. Written references are **not** usually requested these days. Consider Housemasters, current employers or sports coaches, Glee Club / Drama director.

You **cannot use** a family member or relative.

Personal Details

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Simon Smith  
 64 River Road  
 Remuera  
 AUCKLAND 1050  
 Tel. (09) 471 0280  
 Mob.021 276 0000  
simons@xtra.co.nz

Example

This information can go on a cover page to your C.V.

Education

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Secondary

2011 – 2007 King's College, Auckland

2011 Year 13 CIE / NCEA Current Subjects

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|   |         |                  |       |                 |
|---|---------|------------------|-------|-----------------|
| 2010  | Year 12 | NCEA / CIE       | Grade | Mark            |
| (Put these results in columns – <b>best marks first</b> ) |         |                  |       |                 |
|   |         | Subject          | Grade | Mark or Credits |
|   |         | English          | A     |                 |
|   |         | Mathematics      | B     |                 |
|   |         | Business Studies | B     |                 |
|   |         | Art History      | B     |                 |
|   |         | Geography        | B     |                 |

2009 Year 11 IGCSE / NCEA

**Achievements (examples only)**

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Academic 2011 Excellence Award in Year 12 History and English

Leadership 2011 Captain of 2<sup>nd</sup> XI Hockey

Cultural 2011 lead role in Drama production – give details here

Sporting 2011 Tennis Team II, Touch Rugby, Hockey 2<sup>nd</sup> XI

Community 2011 Middlemore Hospital Reception duties – give brief explanation  
 2010 Tutor at Mangere Refugee Centre – give brief explanation

## Awards

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If you have any significant awards include them here - **include date and award details**

2011 Duke of Edinburgh – currently completing  
2010 Duke of Edinburgh Silver Award  
2009 Most Improved Hockey player

## Work History

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2011 Part-time casual work at Super Sport – retail assistant  
2010 Regular Lawn-mowing Job, for four properties  
2010 Full-time employment December. Retail assistant at Super Sport, Sylvia Park  
Key Tasks: customer service, organising merchandise and stock-taking.

## Interests

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- Movies
- Drums
- Guitar
- Drama
- Surfing
- Cricket
- Tennis
- Tramping

## Referees

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Mr B Rich  
House Master  
King's College  
PO Box 22-012  
Auckland 1640  
Tel: (09) 276 0699 Ext .....  
Mob: .....

Mrs R Roger  
Manager  
Super Sport, Sylvia Park  
Mt Wellington Highway  
Auckland 2011  
Tel: (09) 277 1234  
Mob: .....

**THIS IS A MODEL: ADAPT IT TO SUIT YOU!!!**

