**CV Template**

**CAREER OBJECTIVES**

Describe your career goals and objectives and tailor them to the position you’re applying for.

* Mix of bullets and paragraphs

**KEY IT SKILLS (at the top of your cv if applying for a technical role)**

List your relevant technical skills, how long you’ve been using them and your level of proficiency (on a scale of 1 to 5)

* C++/Java – 5 years’ industry experience – 5/5
* HTML – 3 years’ industry experience – 4/5
*

### EMPLOYMENT HISTORY

For each relevant role, list the following (remember to explain any gaps, contract vs permanent)

Position/Role

Company and Division (write a short statement about the company and the nature of their business)

Date - Month/Year

**Responsibilities**

*

**Key Achievements/Projects**

### EDUCATION, TRAINING & PROFESSIONAL COURSES

For each qualification and certificate, list the following

Degree/Diploma

Institution

City/Country

Date

**PROFESSIONAL MEMBERSHIPS**

Mention any professional bodies you belong to or are studying towards.

* Institute of Professional Engineers of New Zealand (IPENZ)

INTERESTS

Give a few personal hobbies or interests to show work life balance is important to you. It also gives you something additional to discuss at interview. Keep to a maximum of three or four.

* International travel (list a few countries)
* Kayaking
* Volunteer work (mention who with)

### REFEREES

Provided on request.