

You'll hear plenty of opinions on what a CV should and should not contain, and as many opinions on just how long it should be. The truth is that much of this depends on the reader. Whereas one potential employer might like to have only the basic information and no more, another may discard you because you have not supplied *enough* information. Unless you know how the reader thinks, you're not going to be sure how to present yourself.

Some things however are non-negotiable. It must be clean, error free, easy to read, and easy to digest quickly. As a recruitment consultant, I believe that a CV needs to provide concise information on your work experience, strengths and skills. Education, qualifications and training should of course be included. A *little* information on yourself is good because the potential employer is not only considering your skills and experience, but if you are going to be part of their organisation, it's nice for them to know a bit about you as a person.

In NZ no interviewer is allowed to ask you age (or such information that leads them to guess, like what years you were at high school for example). Political correctness makes life difficult for employers and by including this information, it not only provides a more complete picture of yourself, but also, and importantly, it demonstrates that you are open minded and don't have hang-ups about this, and by association, other potential issues.

So, what to put in that CV. Things like full name (as well as name you are known by), address, phone, email etc. are obvious. We like to include the following:

- Date of Birth
- Nationality
- Marital Status
- Class(es) of driver's licence
- Strengths and Skills e.g. Motivation, communication, interpersonal skills, teamwork, independence, time management, organisation etc., as well as skills specific to the job, such as computer literacy, sales experience and so forth. List software you have reasonable experience with.
- Education, qualifications and training
- Work Experience. This should include:
  - Dates of employment (month is fine)
  - Employer (If not well known, it may help to explain the business briefly)
  - Your position
  - Details of your duties or responsibilities
  - Any achievements of note

Reason for leaving is not required but can be included if wanted.

- Referees – At least two, with name, position, company and contact phone / email. Not hard copies. If you don't have these, we will just note that referees will be provided on request, which is fine.
- Personal Attributes e.g. Reliable, honest, outgoing, friendly, personal presentation, sense of humour etc.
- Interests – sporting, hobbies, pastimes etc.

A few points:

If you are say, 55 years old, we *don't* need to know your school subjects, or what your marks were, but the name of your secondary school may be of anecdotal interest. Details of marks or grades are only of possible relevance if you are a school leaver or recent graduate. We will ask for more information or clarification where necessary and leave out information that is not relevant.

Clearly people are not going to say they have no skills or are dishonest and unreliable, but don't get too carried away with self-promotion. Some is good. Too much is bad.

You may have done a few courses along the way that are not relevant to specific employment, but one or two might be worth mentioning in your CV to demonstrate your interest in ongoing personal development. We'll consider this on a case by case basis.

We may not use all the information supplied. What we use will depend on our assessment for providing the best CV we can in terms of presentation and balancing detail with brevity.

<b>Personal Details</b>
Name (name commonly known by) :
Date of Birth:
Nationality (If not NZ, also state if NZ citizen or permanent resident) :
Languages and level of fluency:
Health (Also state if smoker) :
Marital Status:
Drivers Licence(s):
Address:
Phone: (Home and mobile)
Email:
<b>Education / Qualifications</b>
Secondary Education: (College, including years attended e.g. 1989 - 1993)
Secondary Qualifications:
Tertiary Qualifications: (Include institution and years)
Other Training:
Computer Skills:
Career Objectives:
<b>Work History</b> (Most recent first)
1. Company / Organisation:
Years Employed: (To nearest month – e.g. June 2006 – May 2007)
Job Title:
Duties / Responsibilities:
Other Relevant Details:
Achievements:
2. Company / Organisation:
Years Employed: (To nearest month as above)
Job Title:
Duties / Responsibilities:
Other Relevant Details:
Achievements:
3. Company / Organisation:
Years Employed: (To nearest month as above)
Job Title:
Duties / Responsibilities:
Other Relevant Details:
Achievements:
Referees: (Name, position, organisation, phone, email if you have it). At least two referees. Personal referees are fine. You'll need to state their relationship to you.
Strengths and Skills: (Motivation, teamwork, communication, sales, management, admin. etc....)
Personal attributes: (Sense of humour, friendly, outgoing, loyal, reliable etc....)
Interests / Hobbies:
Miscellaneous:

**Unless you are able to edit the PDF file – and this is unlikely, you can simply use this as a guide for what information to provide for your CV. Add as much info as you like. More is better than less. Just put it in the body of the email and send back. Probably, not everything will be used in the final CV.**