



FIRST NAME LAST NAME

CONTACT DETAILS

Phone:

LinkedIn:

Email:

Address:

PERSONAL PROFILE

Write a short paragraph about yourself. Include personality traits, ambitions, hobbies & other interesting and valuable information to the employer. Do not repeat information in this section that is included in your work experience, or other sections of your CV.

This section does not need to be long, Employers are not looking for essays, keep your personal profile short, concise and powerful. Remember successful applicants who make it pass initial CV screens will have plenty of opportunity to talk more about themselves further in the process.

WORK EXPERIENCE

MOST RECENT ROLE | COMPANY NAME

(TYPE OF WORK) | TIME - TIME

- Remember to use short powerful bullet points to capture major achievements
- Focus on key milestones or KPIs you reached during your time
- What were your responsibilities in this role, and how did you perform managing them
- Find something that makes you stand out as much as possible.
- Anywhere between 4 - 6 bullet points is enough. Below is an actual example.

MANAGEMENT & MARKETING CONSULTANT

FULL TIME | AUGUST 2017 - MARCH 2020

| IMAGINARY GROUP LTD

- Integral part of a complete company rebrand, including logo design, website design & development.
- Worked closely with Marketing Manager, including collateral design and assisted with reducing her workload by taking on tasks assigned to her.
- Although hired for marketing, I was quickly recognised as an astute and personable professional and was brought 'into the field' to work with clients as a Junior Management Consultant.
- Involved working with clients, management, & my team to completely map current processes, identifying weaknesses and inefficiencies, before providing advice/recommendations on improvements. Clients include Waste Management, Downer, Turners & Growers, BNZ, & others.
- Frequently met and presented to MDs, CEOs, COOs, and all types of executives, our new company software that would assist them with their processes.

CEO & COFOUNDER | CV TEMPLATES NZ

FULL TIME | JANUARY 2014 - AUGUST 2017

- **The following bullet points will analyse the 'real life' example above.** In the first bullet point, I touch on a key project I contributed too - a company wide rebrand.
- Demonstrated my ability to report to a manager, including my responsibilities of what I was required to do.
- The third bullet point is something that makes me stand out from others - Because I impressed my superiors they promoted me to a job that I was never initially hired for. This gives new employers positive reinforcement that you are also someone they will be able to promote due to positive performance.
- Outlined succinctly more of my responsibilities as a management consultant, further backing up my competence to the new employer, and then giving clients I worked with to give more credibility around my claims.
- My last bullet point outlines my experience of talking, presenting and selling products to high level executives.
- Overall, in just 5 bullet points, I have managed to capture the entire essence of what I did while I worked there.

EDUCATION HISTORY

UNIVERSITY OF CV TEMPLATES

Bachelor of CV Templates | 2016

- Major: CV Templates

RESUME COLLEGE

Graduated Class of 2012.

- Outline performance
- Briefly describe notable school achievements (if recent)

EXTRACURRICULAR

- List or briefly describe some of the things you do outside of work such as:
 - Volunteering
 - Community Sport
 - Competitive Sport
 - Interesting Hobbies
 - Qualifications such as First Aid Certificate. If you have a large number of these types of qualifications, you may want to create a section similar to this, for all of your qualifications.
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REFERENCES

First & Last Name

Role | Company

Email

Phone number

If you wish to put "References available on request" that is acceptable.