

Name Name

Email

Mobile

A short personal statement that includes your relevant skills, experience, career goals and why an employer should hire you for this job

KEY SKILLS

- [Include your technical skills that are relevant to the job, for example, computer programs, driver licence]
- [Include your personal qualities and attitudes that are relevant to the job, for example, reliable, methodical, creative, calm under pressure]

EDUCATION AND QUALIFICATIONS

- [Include school qualifications, eg, Bachelor of Nursing Level 7, with Honors
NMIT, Nelson 2024 - 2026]
- [Include any tertiary qualifications, eg, New Zealand Certificate in Caregiving (Level 3)]
[Tertiary provider or training organisation, location] [Year]

WORK HISTORY

[Include any paid work, for example, full-time or part-time employment, casual contracts]

[Job title]

[Organisation name, location]

[Dates employed]

- [Tasks]
- [Tasks]
- [Tasks]

[Job title]

[Organisation name, location]

[Dates employed]

- [Tasks]
- [Tasks]
- [Tasks]

WORKPLACE TRAINING AND VOLUNTEER WORK EXPERIENCE

[Include any unpaid work, for example, workplace learning, internships and community work]

[Job title]

[Organisation name, location]

[Dates employed]

- [Tasks]
- [Tasks]
- [Tasks]

ACHIEVEMENTS

- Include any recent achievements and awards – license endorsement, 1st aid training??

INTERESTS

- [Include interests that highlight your skills and experience and may be relevant to the job]

REFEREES

[Remember to ask your referees first! Don't say available on request – if you're in the running, they're going to want to see them – just put them in!]

Name

Role + relationship to you, IE: Manager

Workplace

Mobile

Email

Name

Role + relationship to you, IE: Supervisor

Workplace

Mobile

Email

Name

Role + relationship to you, IE: Team Leader

Workplace

Mobile

Email
