



CV Template

Your CV is often your first introduction to an employer. It should be truthful, free of errors and tell the employer about who you are, what you are capable of and what you will bring to the organisation.

You can use the following CV template to help structure your CV. Each section is titled as it could be on your CV, and the written information below is the explanation of the purpose of the section along with tips for what to include.

This is only a template, so sections can be removed or added as needed. Though be sure to always include your contact details at the top of your CV.

Following the template is an example of a CV (with the information made up with no intention to reflect the skills or details of an actual person) in the same format. The example CV is provided to visualise the final product.

Once you have completed your CV, be sure to have someone you trust review what you have written. Ask them to check the grammar and spelling, and to make sure the CV reads well. Be sure to review your CV one last time yourself before sending it off with an application.



First and Last Name



Address



Contact Number



Email



PERSONAL STATEMENT

This section is where you highlight who you are and why you are interested in the work opportunity. Share why the position would suit you and why you should be hired for the role. Remember to keep this section to three-five sentences and tailor it to WSP and the specific role.



KEY SKILLS

List out key skills that you would bring to the position...

- What computer programmes are you familiar with, and how skilled are you with these programmes?
- Have you completed any courses or done things outside of school that would give you an advantage?
- What achievements are you most proud of?
- What attitude and other skills do you have that might benefit you in this role (such as communication, time management, relationship building, etc.)?



EMPLOYMENT HISTORY

Work experience is not required, but if you do have work experience, then let us know...

Role Title, Company Name, Location, Dates (from and to)

Tell us about your individual duties and tasks. Describe your performance in the role and skills that you developed. Were you promoted or given more responsibility? Keep your descriptions relevant and short.

Repeat this for all of your previous jobs, work experience, volunteering roles (specify if a role was voluntary) or other examples of your work ethic and commitments.

You can also identify work you have done assisting the wider whānau, such as fencing, mustering, etc., as this gives insight to your approach to work.



EDUCATION

Dates of Study (from and to) Qualification(s) (e.g. NCEA Level 3)
School/Institute Name

Repeat for all of your qualifications, including any you are currently studying, using 'Present' as the to date.



HOBBIES & INTERESTS

Share with us your interests and hobbies, but try to keep them relevant to the role. Think about what you do in your spare time that might relate to the role and would help you succeed.



REFERENCES

Referee 1 Name, Referee 1 Title, Referee 1 Phone Number | Referee 1 Email

Referee 2 Name, Referee 2 Title, Referee 2 Phone Number | Referee 2 Email



Martha Donald



123 Mulberry Lane, Auckland 1010



+64555555551



martha.donald@example.com



PERSONAL STATEMENT

I am interested in the internship opportunity at WSP. I am completing my third year of my Civil Engineering degree and am eager to gain professional work experience. My passion is for transportation design, and I would be keen to expand my knowledge from university in a professional setting. I am a quick learner and adapt well in new situations, so I believe that I will excel in this internship.



KEY SKILLS

- **Time Management** - I am able to balance tight deadlines and high workloads. During my study at university, I have created a prioritisation and scheduling system to ensure I always complete my assignments on time and successfully.
- **Personable** - I relate well to people of all backgrounds, quickly building meaningful relationships.
- **Problem Solving** - I think quickly on my feet and take action to solve problems. I seek advice and help when needed, but take the initiative for a quick and amicable result.



EMPLOYMENT HISTORY

Dish Washer

Clean Plates, Auckland, November 2018 - February 2019

During my Summer holidays I worked as a dish washer at a local restaurant. I learned the importance of hard work and completing tasks thoroughly. The restaurant was very busy, so I became efficient at organising my day to get the most work done in the shortest amount of time.

I created a process to dry the dishes more effectively than was done when I arrived. My manager recognized my work by naming me as employee of the month for December, and implementing the drying process for all employees to follow.



EDUCATION

2016 to Present **Bachelor of Engineering (Honours) - Civil**
University of Auckland

2009 to 2015 **Completed NCEA Level 3**
Saint Meredith College



HOBBIES & INTERESTS

I love the great outdoors! I enjoy camping, fishing and surfing. I would be happy to work on project sites or outside during the internship just as much as I would enjoy doing design in the office.



REFERENCES

Graham White, Manager at Clean Plates, +6455555552 | graham.white@example.com

Mandy Norton, Head Chef at Clean Plates, +6455555553 | mandy.norton@example.com