



How to Make Your CV...

... a WINNING CV



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University Career Services

AUT UNIVERSITY **STUDENT SERVICES**

What is a CV (resume)?

- What is the purpose of a CV?
- What is the desired result?







- To gain an interview

Content: what should I put in my CV?

- The complete story of my amazing and fascinating life so far? **X wrong!**
- Age, D.O.B., gender, marital status, health, ethnicity, and other such details? **X wrong!**
- A photo of me at The Big Day Out? **X wrong!**

What Should I *Really* Put in my CV?

- Knowledge you have (and how you have applied it) –  YES
- Skills you have (and how you have used them) –  YES
- Experience (and how it demonstrates your skills and knowledge) –  YES
- Personal Qualities (explaining that you are an ideal match for the job and for their team) –  YES

What headings are used in CVs?

ESSENTIALS:

- Contact Details
- Summary Profile
- Education/Training
- Experience
- Referees

The following headings are optional – only use if they highlight your strengths

- Personal Statement
- Career Objective
- Achievements
- Community Involvement
- Interests/Hobbies
- Skill Summary
- Other Training
- Memberships
- Publications
- etc...



Let's look at a sample CV...



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Career Objective

To gain a graduate position in the Food Technology industry where I can apply my skills, knowledge and practical experience. I have particular interests in quality assurance processes and in the development of new product lines.

Summary Profile

- Completing a *Bachelor of Applied Science* at AUT University
- High level communication and interpersonal skills - with students, the public , colleagues and management
- Proven leadership, supervisory and management experience
- Ability to build and maintain positive working relationships
- Extensive customer service experience with strong customer service ethic
- An enthusiastic team worker, committed to working towards a shared goal
- Ability to carry out quality control and provide innovative solutions
- Competent with Microsoft Software: Excel, Word, Access
- Well organised person with excellent time management skills
- Committed to ongoing learning and professional development

Education

**Auckland University
of Technology**
Feb 2011 - present

Bachelor of Applied Science (Food Technology)
Currently completing Project Seven Research

Relevant papers include:

- Food packaging Technology
- Food Microbiology
- Quality Assurance
- Industrial Microbiology
- Environmental Microbiology
- Food Industry Legislation
- Food Technology
- Food & Environmental Analysis
- Biotechnology

Industry-related Experience

**Auckland University
of Technology**
Mar 2012 – present

Laboratory Tutor

Responsibilities:

- Supervise and demonstrate microbiological techniques and procedures to groups of up to 40 University students for the following papers:
 - Biology
 - Chemistry
 - Systematic Microbiology
 - Microbiology
- Ensure safety procedures are followed to a high standard

Other Work Experience

Corner Pharmacy
Auckland
Nov 2010 – Feb 2011

Sales Assistant

Key tasks/skills/knowledge:

- Develop excellent product knowledge
- Achieve and exceed personal weekly sales targets
- Build rapport and develop good customer relations
- Provide quality service through the use of professional selling skills

Charlie's Sports
Ponsonby
Dec 2009 – Jul 2010

Salesperson

Responsibilities/skills:

- Demonstrated products and made sales
- Supervised staff and trained new staff
- Opened and closed store
- Balanced cash and prepared banking

Purple Food Bar
Hamilton
Jan –Nov 2009

Food Bar Assistant

Key tasks:

- Prepared and packaged cold and hot foods
- Monitored stock levels and reordered as needed
- Observed relevant health and safety regulations
- Carried out general kitchen and cleaning duties

Achievements

- Gained *Top in Class award* for Biotechnology paper (AUT, Semester 2, 2011)
- Appointed *Class Representative* for Year 1 students (AUT, 2011)
- Completed half-marathon for Crippled Children Fundraiser (2010)
- Member of First Eleven Soccer team (social grade, Valley High, 2009 – 2010)

Interests

- Cooking for friends
- Playing social soccer and waterpolo
- Reading for information and for pleasure
- Music – playing guitar and singing
- Keeping tabs on the latest trends in the fitness and nutrition industries

Referees

Academic

Dr Bill Hapuka
Programme Leader
AUT University
Auckland
Ph: (09) 921 9999
bigfish@aut.ac.nz

Dr Irenia Brassica
Senior Lecturer
AUT University
Auckland
Ph: (09) 921 9999
broccolihead@aut.ac.nz

Employment

Huntly Palmer
Manager
Purple Food Bar, Hamilton
Ph: (07) 111 1111
huntlyp@purple.co.nz

Alison Kalloree
Manager
Corner Pharmacy, Auckland
Ph: (09) 111 2222
akallaree@gmail.com

Checklist for Presentation and Formatting of your CV

- ☐ Clear, consistent formatting
- ☐ Use simple language, in short statements
- ☐ Use Headings, Bullet points, Tables for lists (rather than tabs or spaces)
- ☐ Use a common font
- ☐ Concise and Easy to Read - 'white space' on the page
- ☐ Triple-check spelling and grammar
- ☐ Dated lists in reverse chronological order



More than just a list of facts...



- **Tailor** your CV to target each job / employer / school
- Give ***more detail*** of ***more relevant*** experience (especially clinical placements, Co-op experience, projects, etc.)
- Find out what skills, knowledge, experience and qualities are needed and be sure to include these
- Your CV is a **marketing** tool – it needs to **promote your strengths in a positive manner**
- Always write a **personalised** Cover Letter



Promote your **STRENGTHS** in your CV

- What are you best at?
- Where do your greatest strengths lie?
- What distinguishes you from other applicants?
- *On a piece of paper, write down your **FIVE Greatest Strengths***



Do Your Research

- Find out as much as you can about the employer
- Visit their website and get familiar with **who they are, what they do, and how they do it**
- Use your networks to contact people who work there for ‘inside information’



Interpreting Job Advertisements

****Administrator** Data Entry** Customer Service**

Our client is a leader in solutions offered to accounting firms and small businesses both in the UK, New Zealand and Australia to streamline accounting processes.

They need an **experienced** office person to join their back-office team doing the all important tasks of **processing documentation** in accordance with agreed turn-around times, **resolve any queries** from clients (accounting firms and financial institutions), **scanning and filing** of documentation and all the while providing excellent customer service.

To be successful in the role, you must be able to **deal with high volumes** of processing and loading of documents on to the database. You must be able to **work to deadlines** and be **goal orientated**.

****You must have:****

- **Excellent communication skills**
- Strong **data entry speeds of** 8,000 ksph with 90% accuracy rates
- Experience in a **corporate back-office role**
- Excellent **work ethics**
- A **desire to contribute** towards a growing and successful company

This is a great opportunity to put your skills to good use.

Apply Now! Ref: AK21511

Interpreting Job/Position Descriptions

Critical Competencies

Competency	Description
1. Teamwork	Works in collaboration with fellow team members to achieve objectives and tasks for the good of the whole. Has a positive working attitude, is flexible and adaptable. At the same time is able to take direction from those staff responsible for doing so.
2. Communication	Listens effectively and checks understanding, interprets instructions accurately. Expresses information well and comprehensively.
3. Organising	Organises and completes work in a timely manner, remaining flexible and taking into account the many and changing demands. Informs the Team Co-ordinator, Charge Nurse or Team Leader if unable to complete tasks required.
4. Self -Management	Sets high standards and works to achieve goals. Manages stress and understands personal limitations. Responds positively to change.
5. Quality	Pays attention to detail, reliable and checks work to ensure the maintenance of departmental quality standards. Committed to excellence in service delivery.
6. Adaptability/Flexibility	Maintains effectiveness in varying environments and with different tasks, responsibilities and people. Has the ability to modify behaviour and/or tasks to reach different goals. Can adjust priorities when required. Is able to work shift-work including weekends and nights as required.
7. Maturity/Sensitivity	Able to work well with people with serious health problems. Able to cope in stressful situations and environments.
8. Cultural Awareness	Actively demonstrates awareness of cultural differences. Able to respect and communicate appropriately with clients from differing cultures. Has knowledge of the Treaty of Waitangi.

What's in a Cover Letter?

- A Cover Letter is a **personal communication** with the employer or recruiters
- Use full sentences and paragraphs
- Layout in business letter format, no more than one page in length
- Tell them in writing why they should consider you above other applicants
- Convince them that they should take your CV seriously

7 Seamore Rise
Glenfield
North Shore City

Your postal address

14 September 2010

Today's date

The Principal
Greenstone College
Poenu Valley
PO Box 9876
Auckland

***Name and postal address of the person, school or
BOT you are applying to***

Dear Ms Bronfenbrenner

***Find the name of the Principal or addressee if at all
possible, otherwise use "Dear Sir/Madam"***

I wish to apply for the position of Physical Education Teacher ~~as~~ currently advertised in the Education Gazette online. This is exactly the sort of role I have been working towards during my studies and I would be thrilled to be able to further develop my relationship with Greenstone College. As you will recall, I was on teaching placement at the college during August this year.

***State which position you
are applying for***

With my Graduate Diploma in Teaching (Secondary) nearly complete, I am greatly looking forward to launching my teaching career. I feel sure that I can offer exactly the skills, ~~experience~~ and knowledge that you are looking for to fill this position. Through my studies and AUT and my placements this year I have been able to build strong skills in working with students of all types and in working collaboratively with my colleagues. In addition I have developed an in-depth knowledge of the New Zealand Curriculum and NCEA, and have a particular flair for turning academic requirements into activities and work that students find both stimulating and challenging.

***Describe your current situation, your
experience, qualifications, and your
suitability for the position in general.***

With my supporting subject areas, Health and ICT, I believe ~~that I will~~ prove to be a considerable asset to the college and its students. My philosophy of Education centres around the ~~notion of education~~ the whole person, and I am well versed with the principles of *Hauora* and the Treaty of Waitangi and how to implement these. One goal I have for the future is to progress into pastoral care roles within the school. The Pastoral Care Team was an aspect with which I was particularly impressed during my recent placement at Greenstone College.

***More detail: about placements,
knowledge, skills, career plans and
other relevant factors.***

I am a passionate and dedicated sportsperson, with considerable experience in a range of sports, and in swimming instruction and surf lifesaving. I would consider it a great ~~privilege to be able to~~ pass on some of my enthusiasm for sports and wellbeing to the students of Greenstone College, and to assist them along the path to achieving their educational, health and fitness, and life goals.

***Why you would love to work for
them and how you would add value
to their team***

Thank you for your time and consideration, I look forward to your response. I am available for interview at any time during the working week and can be contacted by mobile phone or email message at your convenience.

Closing statement

Yours faithfully

Sign here