

NAME

PROFESSIONAL TITLE

027 123 4567 | name@xxx.co.nz | linkedin.com/in/name

PROFESSIONAL SUMMARY

This section is an overview or summary of who you are professionally – your “elevator pitch”. It needs to show your focus, scope of work and competitive advantage. It will be three to five sentences long and contain a high-level overview of your skills and qualifications. Make sure to focus on the required skills for the role that you’re applying for.

KEY SKILLS

- ✓ Key Skill
- ✓ Key Skill
- ✓ Key Skill
- ✓ Key Skill
- ✓ Key Skill
- ✓ Key Skill

PROFESSIONAL EXPERIENCE

A rule of thumb is to include details of the last 8-10 years of your career, unless earlier experience is particularly relevant. Start with your most recent role.

COMPANY NAME

MTH 2020 - MTH 2023

www.company.com

Position Title

Responsibilities

Use bullet points to list your responsibilities and achievements for each role. Try to lead each bullet point with an action word. E.g. Managed, Prepared, Conducted.

Achievements

COMPANY NAME

MTH 2016 - MTH 2020

www.company.com

Position Title

Responsibilities

Achievements

COMPANY NAME

MTH 2013 - MTH 2016

www.company.com

Position Title

Responsibilities

Achievements

EDUCATION

*Include qualification(s), institution where you gained the qualification(s) and year achieved.
Include key areas of study and summary of relevant awards and honours.*

REFEREES

If requested, ensure that you include your referee details.

Full name:

Job title:

Email address:

Phone number: