

Don't know how to write your C.V?

Follow the format and ideas below to create your own Curriculum Vitae.

Ed Maitland

498 Clyde Road, Ilam, Christchurch
Phone: 03 393 4444, Mobile: 021 111 111
Email: edm@gmail.com

Personal Statement

Under this heading you need to write a couple of paragraphs about yourself. Include things like, your values, interests, sports and hobbies and possible career direction.

eg. In the future I hope to attend University to complete an Engineering degree. My main goal at present is to find a part time job to help finance my study towards my engineering degree. I outgoing, organised and reliable. I enjoy learning new things and

Skills

In this area you need to start looking your skills, and writing a sentence under each skill or a couple of points to personalise it..

Public Speaking:

- I belong to Toastmasters
- I have run assemblies at school as a head student

Customer Service:

- Working at the Warehouse I have undertaken training and have experience in serving customers
- I have cashed up money and used eftpos machines

Interpersonal:

- I am a team player
- I have the ability to make and follow through on decisions
- I can follow instructions
- I form good relationships with the public

Employment and Work Experience

In this section you need to write your Job Title and then list the responsibilities you had, eg.

Cashier (November 2019 - current)

- Responsible for serving customers and cashing out at the end of the day
- Stacking shelves with new products
- Meeting and greeting people in a friendly manner
- Asking open questions to attain an understanding of what the customer
- Answering phones, taking messages, looking up stock availability online

Retail - Briscoes (Dec 18 - current)

- Serving customers
- Cleaning and restocking shelves
- Answering phones, taking messages, looking up stock availability online

Education

St Bede's College, 2016 - 2020

- NCEA Level 1 & 2
- NCEA Level 3 Subjects currently studying in 2020
(English, Chemistry, Physics, Maths, Gateway, PE)

Certificates, Qualifications & Achievements

- NCEA Level 1 & 2 with Excellence
- Duke of Edinburgh Award
- Comprehensive First Aid Certificate
- Health & Safety Certificate
- Peer Support Leader 2020
- Senior Debating Cup 2019
- Full driver's Licence

Personal Interests

- Camping
- BMX Biking
- Fishing
- Swimming
- Cooking
- Listening to music

Referees (you need 2-3 of these)

Name:

Position:

Company:

Address:

Email / Phone

