



Creating a New Zealand Style CV

Tips & Tricks

How to Write a New Zealand CV: Essential Tips

Creating a CV (Curriculum Vitae) that aligns with New Zealand employer expectations can significantly increase your chances of landing a job. This guide will provide you with everything you need to craft a standout CV, including tips on formatting, key sections to include, and what to avoid.

Why is a CV Important?

Your CV is the first impression a potential employer has of you. A well-crafted CV tailored to the job you're applying for will highlight your relevant skills and experiences, improving your chances of being invited for an interview.

Important Sections to Include:

1. Your Name and Contact Information:

- your full name, phone number, email address, and home address.
 - Ensure your email is professional. Avoid outdated or informal addresses.
- If you have an online professional profile or portfolio (e.g., LinkedIn), include the link.

2. Personal Statement and Objectives:

- Keep this section concise (about 80 words), focusing on your skills, strengths, and career goals relevant to the job.

3. Work Experience:

- List jobs starting with the most recent.
- Include company, title, dates, and key responsibilities.
- Use bullet points and action verbs (e.g., led, managed).
- Add details like employee count, location, or website for international companies.



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4. Qualifications and Education:

- List your key educational qualifications, starting with the most recent.
- Include the qualification type, institution, dates of completion, and any relevant grades or achievements.
 - Example: Bachelor of Business, Massey University, 2019-2022

5. Skills:

- Focus on both technical (hard) skills and interpersonal (soft) skills relevant to the job.
- Provide brief examples of how you've applied these skills in previous roles.

6. Community and Volunteer Experience:

- New Zealand employers value community involvement, so include any relevant volunteer work or community service you've done.

7. Referees:

- You can either list referees or simply state, "References available upon request."
- Choose former employers or academic supervisors who can speak to your professional abilities.

What not to include:

- **A Photo:** Only include if specifically requested.
- **Boastful Language:** Avoid terms like "expert." Focus on your accomplishments instead.
- **Salary Information:** Do not include your current or desired salary.
- **Personal Life Details:** There's no need to include information about your family or marital status.
- **Conclusion or Affirmation:** There's no need for a closing statement affirming the accuracy of the information provided.

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How to format your CV

- **Length:** Stick to 1–2 pages.
- **Font and Layout:** Use clear, easy-to-read fonts like Arial or Times New Roman. Keep margins consistent, and use bullet points for clarity.
- **File Naming:** When saving your file, choose a professional name like "Sarah-Davies-CV.pdf". If sending a cover letter, name it similarly: "Sarah-Davies-Cover-Letter.pdf".

Common CV Mistakes to Avoid

- Spelling and grammar errors.
- Lack of specifics—use quantifiable achievements where possible.
- One-size-fits-all approach—always tailor your CV.
- Too much text—use bullet points for clarity.
- Inaccurate information—double-check dates and details.
- Weak action verbs—use strong, engaging language.
- Ignoring employment gaps—be ready to explain them during interviews.

Free CV Templates

You can find free CV templates on various platforms like Google, Word, Canva, and even Seek. These templates are easy to customize—just fill in your own details and adjust them to fit your needs.

General Guidelines for a New Zealand CV:

- **Keep it Short and Easy to Read:** New Zealand employers prefer concise, easy-to-read CVs, usually 1–2 pages long.
- **Relevance is Key:** Include only the information that is relevant to the job you are applying for. Focus on the skills and experiences that matter to the role.
- **Tailor Your CV for Each Job:** Adjust your CV for each application, using keywords from the job description to help it pass through Applicant Tracking Systems (ATS).



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Example

Full Name

emailaddress@domain.com | 0000 000 000 | Suburb, State, Postcode

Summary

This is your elevator pitch where you have just a few lines of text to sell yourself to a potential employer. Try to keep it brief and to the point. For some great examples of personal summaries, visit: [How to sell yourself in 25 words or less.](#)

Career history

Role Title at Company Name

Month YYYY – Month YYYY

Overview of role in 1 to 2 lines

Key responsibilities

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 key achievements

Role Title at Company Name

Month YYYY – Month YYYY

Overview of role in 1 to 2 lines

Key responsibilities

- Insert 2 to 3 key responsibilities

Achievements

- Insert 2 to 3 key achievements

Education

Course or qualification from Institution Name

Graduated YYYY

Course or qualification from Institution Name

Graduated YYYY

Key skills

Skill one, Skill two, Skill three, Skill four, Skill five, Skill six, Skill seven, Skill eight, Skill nine, Skill ten

References

Available upon request

