

WRITING A CV

When you start job hunting you will need to send potential employers a summary about yourself.

Curriculum Vitae

This is called a 'Curriculum Vitae' and you could liken it to your own 'personal shop window'. The potential employer needs to be able to see at a glance the essential you, and form a quick opinion as to whether or not you will be a comfortable fit with the business. Is your 'Shop Window' / CV appealing enough for the employer to want to 'step inside' and find out more?



Accuracy is important

You may find that you have to change the emphasis of the CV from time to time to make it attractive to an employer who is advertising a particular type of job. However, always tell the truth on your CV. Misleading information about one small point will cause that potential employer to wonder what else is incorrect and you will find your CV put aside time after time.

EXPERIENCE AND REFERENCES

It's really helpful if you can provide some references from people who have employed you.

This is probably your first full time job, but if you have worked after school and during the holidays in either paid or unpaid work, then it makes a significant difference to your chance of getting a job.



Experience with the following activities may be included on your CV.

- Have you helped out at a Camp or Jamboree?
- Have you been an activity leader in Venturers or another organisation?
- Have you been a Cub Pack Activity Leader?
- Have you been part of a sports or other team?
- Have you been a team captain or treasurer?
- Have you worked at a supermarket or shop?

Remember to try and get some references to support these experiences and send them together with copies of any certificates and awards you have earned.

GETTING STARTED ON A CV

Here is a really good website that will help you.

<http://www2.careers.govt.nz/tools/cv4me/>



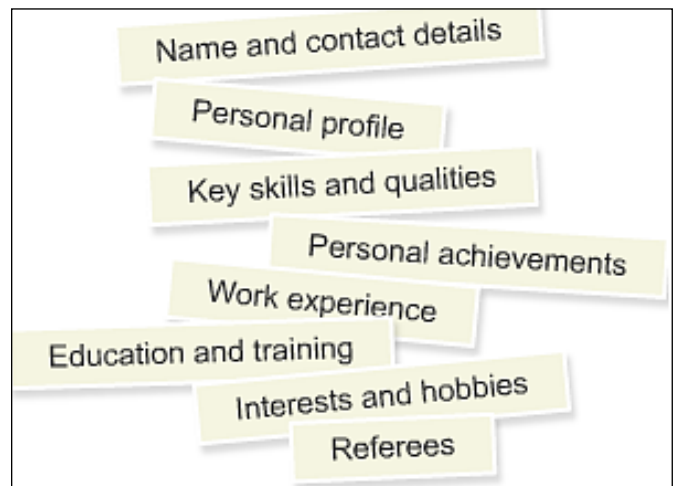
This website leads you through the process of creating a CV and provides tip and hints. You can open an account and store the CV online, amend it and print. Or you can save it to your PC and print it.

Either way you end up with a professional looking CV that should serve you well.

BEFORE YOU START WRITING

This information will help you get all the information ready before logging on to the internet. If you don't have internet access, you can use this information to create a CV using your PC and the Word programme.

These are the headings you should use to logically organise the information on your CV.



So pick up a pencil and some paper and start making notes of information about yourself that will fit under the headings above.



Seek guidance if you need it, from your parents or Leaders in Scouts who know you well.

On the next page are hints and tips to help you with this task.

NAME AND CONTACT DETAILS

- Many businesses and organisations post letters about interviews and employment offers, so make sure you give a physical street address.
- Include a home contact number and cell phone number if you have one. This way an employer can get in contact with you easily.
- If you have a voice mail service make sure the message is suitable for an employer to hear.
- Do you have a wacky personal email address? Save this for family and friends. Consider using a more sensible email for employers and work contacts.

PERSONAL PROFILE

- A personal profile should be three or four sentences that introduce you and your key strengths.
- It can include your career goal or ambition. Put some thought into your profile, as it is the first thing that employers will read.

Example:

"I am a self motivated person from a family of five, and I thrive on a challenge. I have completed the Venturer Scout Gold Award Scheme and have a particular interest in the outdoors and outdoor education. My aim is to gain certification in this area and make a career in the adventure tourism industry".

KEY SKILLS AND QUALITIES

A skill is the ability to do something. You can learn skills in other ways than just at work – such as through voluntary activities or hobbies.

On your CV, include examples of how you have used each skill, to show you can back up what you are saying. Include all useful skills. The fact that you can speak Mandarin or Japanese, or have a driver's licence, is worth putting down.

According to Business New Zealand, the top nine skills employers look for are:

- Communication skills
- Customer service skills in person, on the phone, and online
- Ability to work well in a team
- Literacy and numeracy skills
- Confidence in learning and using technology
- Planning and organisational skills
- Initiative and a can-do attitude
- Problem-solving skills
- Good work habits/independence

PERSONAL ACHIEVEMENTS

If you haven't had a job before, brainstorm your achievements in other areas of your life.

- Have you achieved in sport? Outdoor education? Cultural activities or the arts? First aid or voluntary service?
- Achievements in any area show the employer you have different qualities and skills such as leadership, teamwork, concentration, reliability and physical fitness. E.g Scout awards or Hillary Award.

WORK EXPERIENCE IF ANY

- List your most recent job first, including any voluntary ones.
- Were there any personal highlights in your paid or voluntary jobs?
- If you are not currently employed, emphasise the positive things you have been doing with your time, such as helping to look after the family, job searching, doing up the family house, training or volunteering locally.

EDUCATION AND TRAINING

- Start with your most recent education first.
- Include any special projects or research work that is related to the job you are applying for.
- List any specialist national certificates you have achieved, or partly achieved
- Include any special licenses you have that are work related

INTERESTS AND HOBBIES

- Interests and hobbies show an employer what you like doing outside work.
- Include recent or current activities/interests. Valuable activities to include are those where you have had leadership or responsibility, or where you relate to others in a team.

REFEREES

- Referees should be people who can speak positively about you and your skills.
- Referees may be employers, someone from your religious community, a sports coach, or any person who knows you well. You can't use family members!
- Make sure you ask the referee for permission first.