

How to create a CV that is structured and easy to follow

Having a good CV can be the difference between you getting an interview or not! Follow these 3 simple rules for easy CV success!

1. Employment

Often, your past employment is the most important part of your CV. This is your chance to show what you have done in the past, and what skills you have that are transferable to the new job you are applying for! List your jobs in chronological order with the **most recent role first**.

2. Education

Like the Employment section, list in chronological order. If you have completed any professional development course, list these as well. Do not list any qualifications that you haven't fully completed as this can be misleading to potential employers.

3. Spelling and Grammar Check

Make a great first impression; use the spell-check function! Also, try reading your resume from bottom to top (this technique helps you focus on each line in isolation), or have someone else proof-read closely for you.

An example of what we are looking for...

John Smith
123 Example Road, Auckland
021 234 5678
john.smith@exampleemail.com

Employment History

August 2002 – November 2006
Bank of New Zealand
Customer Service Representative

Responsibilities:

- Answering a high volume of phone calls from all over New Zealand
- Opening new accounts, term deposits etc and assessing credit limits
- Cross sell and up sell on banking products (e.g. Insurance) and working towards company KPI's

Key Achievements:

- Awarded Customer Service Rep of the Quarter Jan 2006 – March 2006

Reason for Leaving:

Career progression

Education

1999 – 2001
University of Auckland

- Bachelor of Commerce Majoring in Management