TEMPLATE Curriculum Vitae

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# Personal Statement

*Write a brief paragraph about your skills and experience.*

For example: With a strong values base, I am a competent, adaptable and personable professional with the drive to deliver high standards. I have excellent communication skills and a great sense of humour. I consider myself approachable and friendly and can blend into an existing team environment seamlessly.

# Skills and Certificates

*List your relevant skills, qualifications and certificates.*

* Experienced in pick/packing and electric scanning
* Forklift Certificate (current)
* OSH Certificate (current)
* Certificate in First Aid and CPR (current)
* High School – NCEA level 3 attained
* Full drivers licence (and reliable transport).

# Employment

**Current/most recent place of work Jan 2018 - Current**

*Provide a paragraph here that outlines information about your employer – who are they, what do they do, how big, global, local, private, corporate etc*

**Warehouse Assistant**

Key responsibilities include:

* List 6-8 bullet points that capture your key responsibilities

Key achievements:

* List 2-4 bullet points that capture your key achievements

*For older positions follow this format, unless there is something in your past that relates specifically to the role you are applying for, then expand like the above roles.*

**Joe Bloggs Ltd, Retail Assistant Mar 2015 – Jan 2018**

**Donald Duck Ltd, Café Manager Jun 2014 – Feb 2015**

# Hobbies and Interests

* Health and fitness (active gym member, boot camp participant and runner).
* Outdoor pursuits (hiking, camping, surfing, fishing).
* Community involvement (former Hospice and Black Saturday Fires - volunteer).

# Referees

*Ask two previous managers to be a referee for you and list their details below.*

**Henry Jones**

**Warehouse Manager**

**Company**

Telephone: 022 000 0000

Email: hjones@company.co.nz

# Harry Davies

**Shop Owner**

**Joe Bloggs Ltd**

Telephone: 021 000 0000

Email harry.davies@joebloggs.co.nz