

To add your own information, go to File > Make a copy. Once you have content, edit multiple times until you have only the most useful and specific details about all you have done and what you bring. You can then transfer details into a template or use this - just remember to delete these instructions and the comments!

Need one-on-one help with your CV? Contact Shirley Tricker, shirley.tricker@gmail.com

Your Name - Title

022 111 2234 | first.last@email.com

City (able to relocate) | Visa status e.g. NZ Citizen

[linkedin.com/in/name](#) | [github.com/name](#) | Portfolio [name.com](#)

Short summary - Lorem ipsum dolor sit amet, consectetur adipiscing

SKILLS & INDUSTRIES

Personal: skill, skill, skill, skill

Technical: skill, skill, skill, skill (could group similar skills and bold group headings)

Industry experience: e.g. telco, banking.

ACHIEVEMENTS

- Delivered ..
- Awarded ..
- Reputation for ..
- Etc

EXPERIENCE

Job Title — Company, Location

Jan 2021 - Present

Context (company, team purpose, project, customers, product, your role)

Delivered:

- x
- x

Job Title — Company, Location

Feb 2018 - Dec 2020

Context (company, team purpose, project, customers, product, your role)

Delivered

Career break / Sabbatical / Move to New Zealand

Feb 2019 - Jan 2018

Context (company, team purpose, project, customers, product, your role)

Job Title — Company, Location

Jul 2015 - Jan 2019

Context (company, team purpose, project, customers, product, your role)

Delivered

Prior

Summary of roles, industries, projects more than 10 years ago

QUALIFICATIONS & TRAINING

Place, Location — *Degree/Qualification* — *Month/Year*

Context if necessary

Place, Location — *Degree/Qualification* — *Month/Year*

Context if necessary

KEY PROJECTS

Project Name — *Length of project*

Context e.g. technology, outcomes, size, complexity

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Context e.g. technology, outcomes, size, complexity

COMMUNITY & VOLUNTEERING / PUBLICATIONS

Organisation/Initiative — Your role

Context

REFERENCES

New Zealand references available.

If you're a junior, you could add Name, Title Phone, Email for 2 referees (only if you've checked they're okay to be named on your CV)