

## NAME

### CONTACT DETAILS

Address line 1

Address line 2

Address line 3

Address line 4

Phone number

Email (use a sensible one, like your university one)

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### EDUCATION & QUALIFICATIONS

Put your highest qualification first, for example:

B.A. (Honours) in Ancient History (First Class) – (put your university name here)

B.A. in Ancient History – (put your university name here)

B.Sc. in Biology – (put your university name here)

NCEA Level 3 – (put your high school name here)

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### SKILLS & EXPERIENCE

List your strengths, making sure they are relevant to the job you are applying to. Here are some suggestions:

- Teamwork, networking
  - Time management
  - Great with technology/making eye-catching posters/websites
  - Organising, planning (give an example if you can)
  - Problem-solving, lateral thinking, analytical thinking (choose one)
  - Communicating (written, verbal, visual)
  - Research (specify the area or kind if you can)
  - Creativity (try to give an example of one area)
  - Writing (you could specify which kind – creative, report, formal, analytical etc.)
  - Able to work with a wide variety of people
  - Public speaking and/or teaching
  - Other modern languages you can speak **fluently**
  - Driver's licence (if you have one)
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## **ADMINISTRATIVE POSITIONS & PROFESSIONAL ACTIVITIES**

Put here any positions that are relevant to your application. You could include volunteering, positions at school or in university clubs, or work you've done for sports teams or other organisations.

**Title of position**

Name of organisation

Date of position

One sentence explanation of role responsibilities

**Title of position**

Name of organisation

Date of position

One sentence explanation of role responsibilities

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## **COMPETITIONS & AWARDS**

If you have won any prizes or scholarships, list them here from the most recent. For example:

**Senior Scholar in Ancient History** – University prize

Year of prize

**Gold Duke of Edinburgh award**

Year of prize

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## **REFEREES**

For this section choose two people (unless you are asked for three) who: a) know you pretty well, b) like you, and c) aren't your family members or best friends. And remember to ask them first!

**Name of referee 1**

Position, name of organisation

Phone:

Email:

**Name of referee 2**

Position, name of organisation

Phone:

Email:

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**Your CV should never be more than 2 pages long.**

**It should NEVER contain typos or grammatical errors – remember, you are an Arts graduate!**

NAME (plus title if you have one)

If you have a job relevant to your application, put the title of it here

Address line 1

Address line 2

Address line 3

Phone number

Email (avoid weird or  
'funny' email addresses, you're  
not 12; use your university one)

### **PERSONAL SUMMARY**

This is where you put some of your best characteristics, how you deal with conflict/new situations, and how well you work in a team. As an Arts graduate, you might want to focus on your ability to communicate, work through problems creatively, relate easily to others, research, learn fast, and adapt. Try to tailor this to the job you are applying for, while still being honest about your key strengths.

### **CAREER HISTORY**

**List your most recent job title first**

Address of job

Dates of job

Write a one sentence summary of what your job involved.

- Give a little bit more detail about the skills you showed in your job, for example:
- Developing, organising, and planning something
- Communicating in some way
- Creating something or showing leadership or initiative during an event

**Your next job title goes here (if you have one and if it's relevant to the job you're applying to)**

Address of job

Dates of job

Write a one sentence summary of what your job involved. If you want you can add more details about the skills in bullet point form, especially if they differ from the job above.

### **Positions of Responsibility**

Write the title of your responsibility (include roles at school, in university clubs, and in employment)

Dates that you held that position

Write a one sentence summary of what your position involved.

### **KEY COMPETENCIES**

List your top skills or areas of expertise, for example:

- Teamwork, networking
- Time management
- Great with technology/making eye-catching posters/websites

- Organising, planning
- Problem-solving, lateral thinking, analytical thinking (choose one)
- Communicating (written, verbal, visual)
- Research
- Creativity (try to give an example of one area)
- Writing (you could specify which kind – creative, report, formal, analytical etc.)
- Able to work with a wide variety of people
- Public speaking and/or teaching
- Other modern languages you can speak **fluently**
- Driver’s licence (if you have one)

### **ACADEMIC QUALIFICATIONS**

Put your most recent first, and don’t bother adding your primary or intermediate school... for example:

2018 BA Classical Studies and Ancient History (put the university name here)

2010-2015 Put your high school name and city

### **SIGNIFICANT DISTINCTIONS / AWARDS:**

If you have won prizes at school or university that are relevant to the job, add them in. These can be academic prizes/scholarships or things like Duke of Edinburgh or sporting achievements.

2015 Scholarship in Classic Studies

2014 Duke of Edinburgh gold award

### **REFEREES**

For this section choose two people (unless you are asked for three) who: a) know you pretty well, b) are your employer, c) like you, and d) aren’t your family members or best friends. And ALWAYS ask them first!

**Put the title of your first referee, e.g.:**

**Classical Studies teacher, School name**

Teacher’s name

School address 1

School address 2

School address 3

School’s phone number

Teacher’s email

**Title of your second referee, e.g.:**

**Manager of your workplace**

Manager’s name

Address of workplace line 1

Address of workplace line 2

Address of workplace line 3

Manager’s phone number

Manager’s email

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