

Curriculum Vitae Guidelines for Application

PERSONAL DETAILS

First name, last Name

Address, Email, Phone number

URL address to online professional profile (if applicable)

NZ residency status;

CAREER OBJECTIVE AND PROFESSIONAL SUMMARY

A brief summary listing your career objective(s), qualities, skills, achievements

EDUCATION AND QUALIFICATIONS

- List your most recent degree first, and then continue in reverse chronological order. Include your degree indicating major subject(s), thesis or project title.
- Write the name(s) of the institution(s) you are studying at/have studied at, Degree, the start and end dates, grades. Include information on when you are expecting to complete your studies if currently engaged in study.
- Include secondary school details
- List any other relevant qualifications or training

RELEVANT WORK AND VOLUNTEER EXPERIENCE

- Write the job title, name of employer, location and period of employment (e.g. Nov 2016 – Feb 2017).
- List your most recent position first and then continue in reverse chronological order.
- Provide a brief description of the responsibilities/tasks of the position
- Note the relevant skills you developed and achievements/accomplishments you gained while working for each employer.

INTERESTS

- Include your interests – sports, cultural groups, hobbies.
- List any clubs or societies you belong to.

REFEREES

- List 2 referees who are able to attest to your academic aptitude, research skills, and potential for success in the programme. If one referee cannot comment on your skills and experience in a particular area, ensure your other referee can comment on this topic. References are not accepted from family members or friends.
- List your referees' names, positions, places of work or their relationship to you, duration they have known you, email addresses and telephone numbers (referees will only be contacted following interview)
- Always obtain your referees' consent before giving their name and contact details.