

Tips For Writing Your Curriculum Vitae (CV)

1. Include iwi and hapū in your personal details. You do not have to include your age or a photograph.
2. Include contact details that will reach you!
3. Target your CV to the specific job you are applying for – only include information that is relevant to the position.
4. Be honest – make sure your CV is accurate and stands up to scrutiny.
5. Write clearly and concisely - succinctness is desirable in a CV.
6. Present information in reverse chronological order i.e., with the most recent first.
7. Define your skills, experience and qualifications
8. Highlight achievements rather than responsibilities.
9. Put the most important information first.
10. Use short sentences and paragraphs.
11. Use 'key' words that show you are familiar with the language of the teaching sector, the latest research, best practice pedagogy.
12. Use action verbs where appropriate e.g., managed, coached, led, planned etc.
13. Use positive statements.
14. Choose your referees carefully – normally two are sufficient. They should be people who you have worked with and, therefore, who know you professionally, rather than friends or whānau. Try to include a previous or current manager. Include names and contact details for referees and, if possible, how you know them.
15. Check first with your referees that they are agreeable to being named as a referee for you. Let them know what position you are applying for.
16. Proofread your CV and, ideally, get someone else to QA it as well. Check that it makes sense to someone who doesn't know you. (If you can't be bothered proofreading it, why should anyone else be bothered reading it?)
17. Double-check your contact details – if you are difficult to contact, a prospective employer will think twice about shortlisting you.

Presenting Your CV

- Do not handwrite your CV or covering letter
- Use plain white paper

- Print on one side of the paper only
- Use tidy layout, for example headings, bold and italics where appropriate
- Use bullet points where possible
- Do not jam your CV with text. Make sure the pages are not too crowded
- Use a clear, professional looking font.
- Avoid fancy designs or excessive graphics.
- Check and double-check your grammar, spelling, and punctuation. If writing in Māori, make sure you use macrons or double vowels accurately – mistakes with macrons are the same spelling errors.