

NZMA

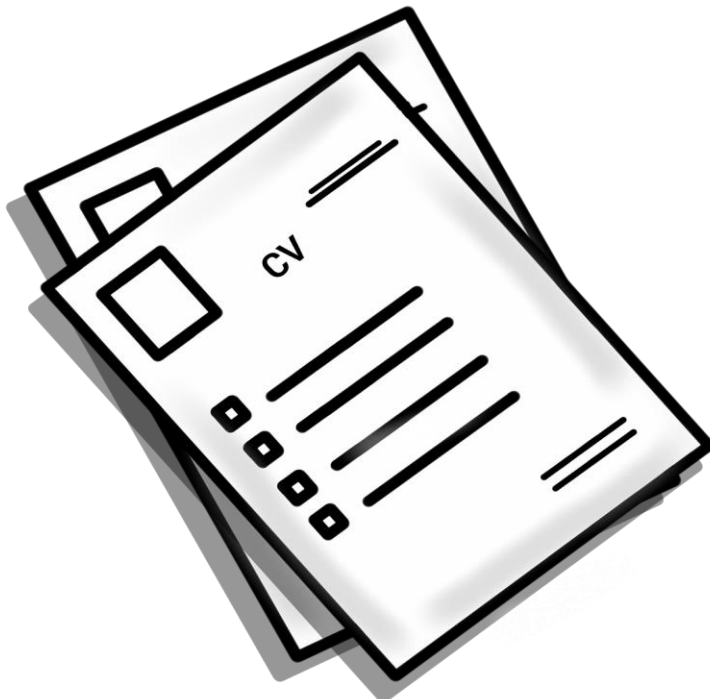


NEW ZEALAND
INSTITUTE OF SPORT



COURSE 1 – CV GUIDE

WORKSHOP RESOURCE



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COURSE: CV GUIDE

LEARNING OUTCOME:

Writing a CV can be stressful for some people, but it doesn't need to be.

In this session, we are going to make it quick and easy with the use of templates, examples, and simple activities. On page 11 you will see an example CV which you can refer to at any time. Your tutor will email you additional examples and templates

By the end of the session, you will be able to:

- Understand what information needs to be in your CV.
- Identify your own skills and personal qualities.
- Write a simple Personal Statement
- Create your own general CV, which you can continue to adapt and develop



INTRODUCTION

In this workbook you will learn how to write a general CV which showcases your strengths, skills, and experience.



As an NZMA student, you are working hard in your training to become skilled, knowledgeable, and confident in your area of study and soon you will be ready to enter the workforce.

Your CV is the best way to show a potential employer all the amazing skills that you've gained during your studies.

A great CV is the key to getting your foot in the door!



<https://youtu.be/OHVVHO7-nhs>

(1.33min)

WHAT IS A CV?

'CV' stands for 'Curriculum Vitae. It is a written overview of a person's experience, skills and qualifications, with the purpose of gaining employment or other opportunities.

A good CV will:

- ✓ Tell the reader a little about yourself, your skills, education, and experience,
- ✓ Show employers what will make you a good worker,
- ✓ Match your skills and qualities to the job you're applying for,
- ✓ Help you get an interview, the next step in the recruitment process.

Your first ever CV might be quite simple- that's ok! Your CV can be considered as a 'living document'- this means that it will change and grow as you gain more qualifications, skills, and experience. You just need to remember to keep it updated.

PARTS OF A CV

There are many ways a CV can look, but generally they will include the following:

- Personal details and contact information
- Your Personal Statement
- Skills
- Education and qualifications
- Experience
- Hobbies (optional)
- References

Ideally, your CV will be 1-2 pages in length, concise and easy to read.

Pre-made templates are a great option when creating your CV, as all the formatting has been done. All you need to do is add your relevant information. We have provided several templates that you may wish to use to create your CV.

Alternatively, there are endless CV templates available online or on Microsoft Word.

Now we have outlined what a CV is, why they are important, as well as the components of a CV. It's time to look at each section in depth and start your CV!

PERSONAL DETAILS

This is the first section of your CV. Place this information at the top of your CV; it should be the first thing the employer sees. Make sure to include:

- ✓ Name (first and last)
- ✓ Address- suburb/city is fine (eg: Manukau, Auckland)
- ✓ Phone number
- ✓ Email address- *make sure this is appropriate*

Over time, some of these details may change. So be sure to proofread and ensure this information is kept up to date.

EXERCISE 1



Start your CV now! Add your personal details to your chosen blank template.

Below your personal details, you will typically find the Personal Statement- a brief paragraph summarizing who you are, your experience & skills, and why you are right for the job.

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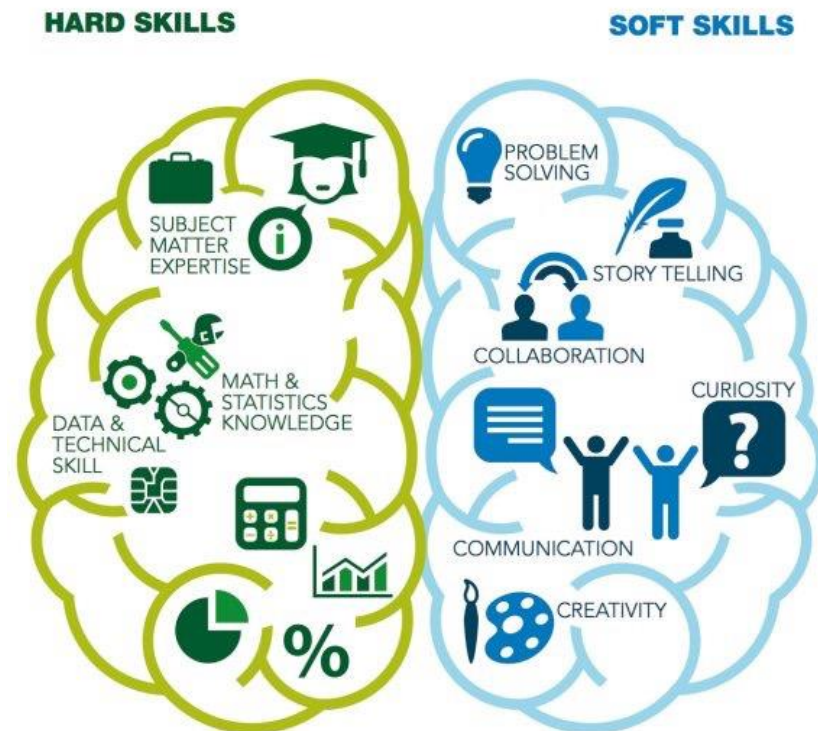
It's much easier to write your personal statement after you have written the rest of your CV.

This will give your brain a chance to reflect on your experience, skills, and passions.

We will come back and revisit this section at the very end of the workshop!

SKILLS

There are many different types of skills, but generally, they fall into one of two categories:



SOFT SKILLS

Personal skills that you take with you while studying and working such as problem-solving skills, leadership, and interpersonal skills.

HARD SKILLS

Also referred to as 'Technical skills'. These tend to be more hands-on and are often particular to a job such as Health, Cookery, Plumbing, or Construction

SOFT SKILLS

These are skills that relate to the way you work. These can include interpersonal skills which influence



how you work with others, your approach to problem-solving and the ways in which you conduct yourself in the workplace.

Below are some examples of soft skills which are desirable in a range of jobs and industries. Have a look through these descriptive words and think about which soft skills you currently possess.

SOFT SKILLS- EXAMPLES

Self-management	Positive Attitude	Willingness to learn
Resilience	Organised	Confidence
Multi-tasking	Communication	Creativity
Teamwork	Time Management	Cultural awareness
Leadership	Dependable	Empathy
Punctuality	Flexibility	Works well under pressure
Efficient	Attention to detail	Positive
Responsible	Adaptable	Good sense of humour
Friendly	Sensible	Honest

What other examples can you think of?

EXERCISE 2



Circle or highlight the soft skills in which you feel strongest in.

HARD SKILLS

Hard skills are the technical skills you may need to complete specific tasks required in a job.



These skills are often industry dependent (e.g., coffee making is a required skill for a barista working in a cafe), however, they can also be generic (e.g., Microsoft Office competency could translate into a range of different jobs).

Hard skills are typically learned, meaning that you will likely have a range of new skills to add to your CV near the end of your studies. Make sure to always keep your CV up to date with the new skills you gain over time- be proud of your abilities and show your employers what you can do.

EXERCISE 3



In groups (or as a class), brainstorm some hard and soft skills that you think might be relevant to your programme of study.

Write down your ideas in the table below.

SOFT SKILLS	HARD SKILLS

Look at the skills you have listed above. Which skills do you feel you already have? Highlight or circle these skills- they can be used in your CV.

Also, start thinking about which skills would you like to develop further. The great thing about skills is that we can always learn more. You may not feel that you have many skills right now, but this will change over time.

EXAMPLE

Skills:

- Experienced Barista- confident in a range of hot and cold beverages
- Accurate cash handling abilities- responsible for daily end-of-shift cash-up
- Dependable team-player who contributes positively to the workplace
- Friendly and helpful customer service
- Current First Aid Certificate
- Full NZ driver's licence

EXERCISE 4



Add your skills to your CV

- Select a combination of both soft skills and hard skills
- List your top 4-5 skills in which you feel you really excel
- Think about how you could show evidence of these skills if asked in an interview setting

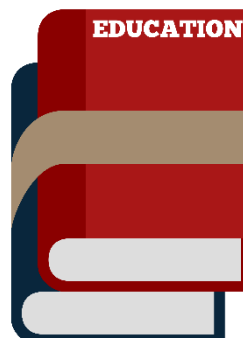
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EDUCATION & QUALIFICATIONS

This section of your CV outlines all your relevant qualifications, training, certificates, and achievements.

These should be in order from most recent to least recent. This will make sure that the person reading your CV is seeing your most relevant and

current qualifications first. If you have recently left school, include your secondary school and the highest level of study achieved.



You can also use the Education and Qualification section to include any awards or achievements that you have gained during your previous education. This could include things like 100% attendance, acting as a student representative etc. or other academic awards.

Here are some examples of how the Education section could look:

EXAMPLES

Certificate in Food and Beverage Service (Level 4) – NZMA, Hamilton
June 2020 – December 2020

Certificate in Food and Beverage Service (Level 3) – NZMA, Hamilton
January 2020 – June 2020

NCEA Level 2- Hillcrest High School, Hamilton
February 2017 – December 2019

- Subjects: Mathematics, English, Science, Art and P.E.
- Received award for being 1st in Art for 2017

EXERCISE 5



Now it's time to add your education and qualifications to your CV template. Your tutor will be able to help with the details of your NZMA qualification if you are unsure.

NOTES

EXPERIENCE

The experience section shows your potential employer any work history that you have. Don't worry if you have never worked before- you can also include things like unpaid work experience, internships, volunteering, or jobs completed in your community (this could include things like babysitting, working on Marae etc).

What to include in the Experience section:

- Current or most recent at the top (Reverse chronological order)
- Organization's Name & Location
- Job title
- Time frame worked from start to end MM/YYYY - MM/YYYY
- Duties and responsibilities (briefly describe in a sentence or with bullet points)

EXAMPLES

Volunteer- SPCA, Hamilton

February 2021 - September 2021

- Cleaned animal cages and dog runs
- Kept animals fed, safe and socialized
- Assisted staff with adoption appointments

Checkout Operator- Countdown Claudelands, Hamilton

June 2019 - August 2020

- Day to day tasks included operating the checkout, packing groceries, balancing the till and stocking shelves.
- Key skills required were excellent, friendly customer service, great time management and the ability to remain calm in a busy environment.

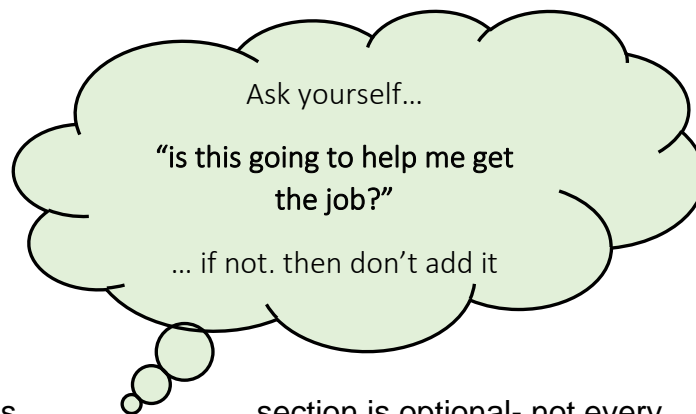
If you have had a lot of jobs, you don't need to provide a lot of detail for the older jobs- focus on your recent, relevant roles instead of risking making your CV too long.

EXERCISE 6



Fill in your CV template with any work/volunteer experience that you have.

INTERESTS & HOBBIES



The hobbies section is optional- not every CV will need this, however it can 'bulk out' your CV if you don't have a lot of experience. Only include hobbies which are current, and which will assist you in your future employment by painting a positive picture of you as a person.

These could include teams or clubs that you are a member of, creative hobbies, sports, or cultural activities.



Add 2-3 hobbies to your CV now if you wish

REFERENCES

Employers usually ask you to give them at least two referees – people they can call to check your experience and find out whether you will fit into their organisation. Choose referees who are credible and professional, who can talk about how you work, and are easy to contact. Make sure you contact them first. Ideally this would be a former employer, but could also be a tutor, coach, teacher, etc. Provide the following information for your references:

- ✓ Full name
- ✓ Company they work for and position title
- ✓ Contact phone number
- ✓ Email (optional)

EXAMPLES

Keanu Reeves
Former Manager- Matrix Ltd.
027 123 4567
keanu.reeves@email.com

John Doe
Hospitality Tutor- NZMA Hamilton
021 123 4567
john.doe@nzma.ac.nz

Alternatively, you can write “*References available on Request*” on your CV, but make sure that you have your referee details ready in case you are asked for them- usually this happens after the interview stage.

PERSONAL STATEMENT

This is a short statement (2-3 sentences) describing who you are by briefly detailing your key skills, qualities and experience relevant to the role. Placed at the top of your CV, your personal summary is your chance to grab the reader's attention and pitch yourself to potential employers.

Put simply, your statement should summarise:

who you are, what you've done, where you're heading

EXAMPLES

"I am an empathetic and dependable Health and Wellbeing student, currently pursuing my Level 4 qualification at NZMA. My passion lies in helping others and I particularly enjoy working within a fast-paced environment.

Working within the Healthcare industry is my dream. To achieve this goal, I am currently seeking a part-time role in caregiving to balance with my ongoing studies and put my skills into practice"

"A hardworking team player, with a willingness to learn and excellent communication skills. During my Level 3 Certificate in Food and Beverage Service, I developed my confidence in coffee making and café functions.

I am now expanding my knowledge and working towards my Level 4 qualification. I am seeking a part-time café position to develop my skills further and support my studies."

EXERCISE 7



It is time to write your personal statement! Use the examples above and the checklist below to draft a personal statement, then add it to your CV template.

- Include 2-3 strengths, skills, or qualities relevant to the type of job you're looking for
- Briefly mention relevant experience (past or present) that you might have
- If you have any particular career goals, you can include these in your statement.
- Keep it short and to the point (2-4 sentences)

Draft your Personal Statement here:

FINAL TOUCHES

Congratulations, you have now created your CV! There are a few final things to do:

- ✓ Check your formatting- does your CV look tidy and easy to read? You may need to make some adjustments
- ✓ Swap your CV with a friend for feedback and a proof-read
- ✓ Save your CV in two digital formats- Word and PDF. Employers may ask for either of these formats. Make sure you have the digital copies saved somewhere convenient so that you can access your CV easily.
- ✓ Remember to keep your CV up to date. As you gain more skills, qualifications and experience you should add these to your CV.

Remember that your CV is a living document- so keep it alive!

EXAMPLE CV

JULIUS CAESAR

Contact details:

Hillcrest, Hamilton
027 123 4567
juliuscaesar@email.com

Personal statement:

A hardworking team player, with a willingness to learn and excellent communication skills. During my Level 3 Certificate in Food and Beverage Service, I developed my confidence in coffee making and café functions. I am now expanding my knowledge and working towards my Level 4 qualification. I am seeking a part-time café position to develop my skills further and support my studies.

Hobbies:

- Cooking and experimenting in the kitchen- I especially enjoy trying new cuisines from around the world.
- Computing – I love designing and creating my own websites.
- Surfing, camping, fishing and anything outdoors.

References:

Keanu Reeves, Matrix Ltd., Manager
027 123 4567
keanu.reeves@email.com

John Doe, NZMA Hamilton, Tutor
021 123 4567
john.doe@nzma.ac.nz

Experience:

SPCA, Hamilton – *Volunteer Animal Assistant*

February 2020 – September 2021

- Cleaned animal cages and dog runs
- Kept animals fed, safe and socialized
- Assisted staff with adoption appointments

Countdown Supermarket, Claudelands Hamilton – *Checkout Operator*

June 2019 - August 2020

- Day to day tasks included operating the checkout, packing groceries, balancing the till and stocking shelves.
- Key skills required were excellent, friendly customer service, great time management and the ability to remain calm in a busy environment.

Education and qualifications:

Certificate in Food and Beverage Service (Level 4) – NZMA, Hamilton
June 2020 – Present

Certificate in Food and Beverage Service (Level 3) – NZMA, Hamilton
January 2020 – June 2020

NCEA Level 2- Hillcrest High School, Hamilton
February 2017 – December 2019

- Subjects: Mathematics, English, Science, Art and P.E.
- Received award for being 1st in Art for 2017

Skills:

- Experienced Barista- confident in a range of hot and cold beverages
- Accurate cash handling abilities- responsible for daily end-of-shift cash-up
- Dependable team-player who contributes positively to the workplace
- Friendly and helpful customer service
- Current First Aid Certificate
- Full NZ driver's licence

