



Creating a New Zealand Style CV

Tips & Tricks



You may already have a German style CV (short form for “curriculum vitae” or “life story” in Latin). However, its style and content is most likely quite different from a typical CV submitted in New Zealand. Below are some tips and tricks which will help you firstly, to understand the differences between a German and a Kiwi CV, and secondly, to help you write a CV New Zealand companies prefer. Always remember, your CV works as your entry ticket to an interview. Include as much relevant information about you as needed to raise the interest of a potential employer, but be careful to not overload it. A traditional Kiwi style CV is at least 2-3 pages long. SELL your skills, achievements and experience to your future employer. There is neither a perfect CV nor a single right way to write one. Make sure the CV is “you” – use your own words, as potential employers want to get to know you and don’t like to be surprised meeting “someone else” in an interview.

1) Start with your personal details

Include your name, address, phone numbers and e-mail address at the top of the first page. It is uncommon to include details like gender, age, marital status, or ethnicity.

2) Expand your objectives in a personal statement

Other than in a German style CV, include a paragraph called “Personal statement” or “Objectives”. This block of text should summarize your most relevant experiences and what you are looking for. Tailor it to the role you are applying for. You may also like to include why you are looking for a job or an internship in New Zealand.

3) Highlight relevant skills and strengths

List the skills and strengths you think are important for the position you are applying for. You may want to give examples on how you gained those. You can either include more general skills, e.g. foreign languages, computer skills or driving license in this part of the CV, or further towards the end of your CV.

4) State your educational background and trainings

List your educational background and trainings starting with the most recent achievement. Give details. Include the qualification you have obtained along with the educational institute, your graduation data and majors. You might need to explain your degree (e.g. a German “Diplom“ is usually higher ranked than a New Zealand diploma). It is not very common to include high school or any prior education.

5) List your work experience in chronological order

Start with your most recent work experience. Add details to your job roles. It is usual to explain your responsibilities for each position. Also, emphasize your achievements and explain how you have contributed to the company’s business. You can include part-time work during time of study here or separately under “further work experience”.

6) Name any other interests and activities

State your interests and activities (e.g. sports, arts, reading, voluntary work etc.).

7) Provide references at the end of your CV

Very different to a German style CV, you need to list at least 2-3 referees at the end of your CV. As it is getting increasingly uncommon for employers to provide a written reference and you do not attach any further documents to your CV, your referees are taking the role of assessing how you have worked in the past. They should know you well enough to provide a good reference. Ask your referees for their permission first. The potential employer should let you know that they are contacting your referees. In New Zealand, the company will then very likely contact your referees interviewing them on you. Include the referees’ first and last name, their current position, place of work and contact details. If you do not want to give details about your referees, make a statement “Referees are available upon request”.

General Comments

- Write your entire CV in English.
- Tailor your CV to any role you are applying for.
- Do not attach any further documents to your CV, unless requested.
- It is very uncommon to have a picture of yourself on the CV.
- Limit the amount of information per page – do not clutter a page.
- Be short and precise – use bullet points instead of long sentences.
- Have a clean and clear layout, don’t use flowery or small font.
- Don’t be afraid of leaving stuff out that does not contribute to your application. CAREFUL: Your CV should be gapless though!
- Make sure you check your spelling and grammar – have someone else to proofread it; preferably, a native speaker.
- Make your CV memorable and easy to understand.
- Don’t lie or exaggerate!

Example

Christine Paul

Curriculum Vitae

Address	Sesame Street 1a Ponsonby, Auckland 1010	Mobile	+64 21 1234567
		Email	christine.paul@gmail.com

Objectives

After finishing my degree in Business Administration at the University of Berlin in Germany, I came to New Zealand for completing my masters degree. I have gained first work experiences as a Marketing Coordinator. In that role I have especially developed time management and organisational skills and enjoy working in a multi-cultural team. As a next step in my career, I am looking for new, exciting challenges to progress my career as a Marketing professional in an international company in New Zealand.
I am convinced that my skills and experiences will be of great value to your company.

Key Skills

- Time management skills
 - Successfully completed my studies while working part-time
 - Able to work to tight deadlines
- Organisational skills
 - Responsible for organising team-building events at my current work place
- Interpersonal skills
 - Able to work with people from different cultures
 - Captain of regional netball team
- Analytical and research skills
 - Developed through completing papers in research methodologies during my masters degree
- Communication skills
 - Member of the regional debating team
 - Fluent in English and German

Education

January 2009 – December 2009

Master of Arts

University of Auckland, New Zealand

Majors: Economics, German

Dissertation Topic: Dealing with Germans in Professional Life

Final grade: A

October 2004 – November 2008

Business Administration

Berlin University, Germany

Graduated as Diplom-Kauffrau (equivalent to a Bachelor Degree with Honours) Majors: Marketing, Accounting

Employment

January 2010 to present

Marketing Coordinator, ABCD Ltd., Auckland, New Zealand

Exporting company of New Zealand made beauty products

- | | |
|-------------------------|--|
| Responsibilities | <ul style="list-style-type: none">• Assistance in development of new products• Desktop research for potential partners in Germany• Re-design of website in English and German• Coordinator of team-building events• Etc.• Etc.• Etc. |
| Achievements | <ul style="list-style-type: none">• Successfully launched a new product• Increase of click-through rate of website by 10%• Etc.• Etc. |

January 2009 – December 2009

Translator, XYZ Translations Ltd., Auckland, New Zealand

Translation Agency

Part-time student job

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|-------------------------|--|
| Responsibilities | <ul style="list-style-type: none">• Translation on Marketing based documents from English into German and vice versa• Assistance in legal and technical translations• Etc.• Etc.• Etc. |
| Achievements | <ul style="list-style-type: none">• Client satisfaction ratings always above average• Employee of the month• Etc.• Etc. |

March 2005 – March 2008

Waitress, Café am Flösschen, Berlin, Germany

Part-time student job

- | | |
|-------------------------|--|
| Responsibilities | <ul style="list-style-type: none">• Opening and closing the Café on the weekends• Planning duty rosters for weekend shifts• Etc.• Etc.• Etc. |
|-------------------------|--|

- Achievements
- Promotion to shift supervisor after 3 months
 - Etc.
 - Etc.

Further Skills

Languages English: Native speaker
 German: Native speaker
 Spanish: Basic knowledge

Software MS-Office, SPSS, SAP

Full driving licence

Interests

Sports (Netball, Kayaking), Reading, Travelling

Volunteering at local Primary School

Referees

Prof. Dr. Peter Aaa,
Head of Marketing Department
Berlin University
Schillerstrasse 2, 10101 Berlin, Germany
Tel: +49 555 555 555
peter.aaa@berlin.de

Chris Bbb,
Team Leader
ABCD Ltd.
Coronation Street 5, 1010 Auckland, New Zealand
Tel: +64 9 123 4567
chris.bbb@abcd.co.nz

More referees available upon request