

## CV Preparation

Most jobs part time, full time and voluntary require a CV. A CV gives employers an idea of who you are and what work experience (if any) you have. They can see from a CV if you would be suitable to do the job they are advertising.

**Every Wednesday Hagley Careers run a CV preparation session at lunchtime.**

**Come to Careers for tips and advice on putting a CV together.**



**HAGLEY CAREERS**

Name  
Full address  
mobile  
email

PERSONAL STATEMENT  
Write 2-3 sentences using the guidelines opposite.

KEY SKILLS AND ATTRIBUTES  
list your key skills

WORK EXPERIENCE  
Job title/Place of Work  
list paid or voluntary work and where you do it  
Date from-to  
June—Sept 2017

QUALIFICATIONS AND TRAINING  
Name of course/Qualification/where you did it  
Date achieved  
2017  
Working towards NCEA Level 2  
(Include Barista, ARA courses, First Aid, 'Red Shirts' etc)

INTERESTS  
Playing rugby; Playing soccer; reading (sci-fi); Xbox; watching movies

REFEREES  
Name, address phone number—an employer or a family friend who can give a character reference or someone who can give a good description of you!

2

“

I want to find a job...”

leaving school?

## Places to try...

**Think laterally.** Generally you need to be aged at least 16 for any job, 18 if you handle liquor in a bar.

For part-time work try any of the following, but use your imagination, just ask around! You can even set yourself up to do some gardening, dish-washer or baby sitting.

- fast food outlets/cafes/restaurants
- supermarkets
- sports centres/trampolining/climbing
- hotels
- all local shops
- babysitting/dog walking
- gardening
- 'Seek' online job search (seek.co.nz)

- 1 Are you looking for part-time or full-time?
- 2 What's your expectation for this job?
- 3 Would you like to work mainly inside or outside?
- 4 Are you practical and good with your hands?
- 5 What skills do you have to offer? What can you do if you don't have the right skills?
- 6 Do you need to 'clean up' your social media pages before looking for a job?
- 7 Do you have the time? It's not a good idea to put your studies ahead of a job.

## Other Ideas ?

- What do friends of your parents/caregivers do? Their jobs may give you some ideas and they may offer you an opportunity to work with them. Ask around.
- Walk around your local community, places that are accessible that you maybe able to approach for work.

## Don't drag your mates along...

**The best way to get a job is to go out and get one yourself.**

Employers will recognise and respect that you've taken the time to approach them with your CV, if you arrive on your own. They can take a look at you and at the same time get a chance to talk to you. You never know where it may lead... your timing may just be perfect.

## Interview Help

**Here are a few interview pointers for full and part time work:**

**Come to the interview prepared**—know your strengths, weaknesses and accomplishments. Be aware of 6 key strengths that you have before you attend the interview.

**Research the company before going.**

**Dress appropriately**—if in doubt, formal business clothes work.

**Arrive to the interview 15 minutes early**—displaying punctuality is always works in your favour.

**Exhibit enthusiasm but don't be arrogant.**

**Be friendly and have an open-smile and say hello to everyone**—Some jobs have been given on the opinion of a receptionist...

**Ask questions, and give yourself a few moments to think before answering their questions**—provide examples as they support legitimacy to your claims.

## Next step...

**Don't leave without talking to us...**

Make an appointment in Hagley Careers

## CAREERS AT HAGLEY

We are here to help YOU.

We can help you look for a job, give you interview advice and help you write your CV...

Come and find us next to the Hagley Cafe, wander in or book an appointment—it's that easy.

**When is a good time to make an appointment?**

Anytime before and after school, break and lunch time. Or make an appointment for a time that suits you.

**We can help with that.**

**Find out what you like doing best and get someone to pay you for doing it—Katherine Whitehorn**

# CVs

## How to Guide

### The Personal Statement

This is a statement about your personal strengths that are relevant to the job you are applying for. It may describe why you would be a good person to employ.

Think of the Personal Statement as a **3-part process**.

- 1 Share some details about yourself.
- 2 Highlight your most relevant experience and talents and share what you'd bring to the company.
- 3 Provide a bit of information on your career goals

### Make it relevant to the job you are applying for.

Instead of rewriting your CV each time you apply for a job you can rewrite your Personal Statement to suit the position and attach it to your general CV. You may find that this is much easier than rewriting your CV each time.

You can use some of these examples:

I have excellent communication skills and enjoy working with people. I am hardworking and self-motivated and I have a good work attitude to achieving all my goals, I would be an asset to any company who employs me.

I am a responsible and capable person who is hardworking and seeking a practical job in \_\_\_\_\_. I have good communication skills and I relate well to people, I have a sense of humour and find I can adapt to most situations. I am a quick learner and would be prepared to undertake any training that may be offered. I am looking for employment that would provide a challenge, job satisfaction and future prospects.

During my working life and recent employment I have always responded well to challenges. I have held several quite different temporary/part time positions in the last \_\_\_\_ months/years. I have experience in supervising other people and I believe this is one of my strengths. I am seeking an interesting position where I can use my present skills.

These ones we've used on CVs for Hagley students:

I am a driven and hardworking person with a positive and bubbly personality who is looking to pursue a career in the hospitality or retail industry where I can utilise my pre-existing skills and continue to develop these within in a relevant context. I am open to learning new skills and systems and am quick to learn with the added ability of being able to take on responsibilities with both ease and confidence. I have an open mind and an enjoyment of working with others and would love an opportunity to prove to an employer that I would be a committed and loyal employee.

I am a student at Hagley College, Christchurch and I am interested in finding a part-time job to do in conjunction with my high school studies. I am punctual, hardworking and I possess a good sense of humour and I am used to following instructions effectively. I am particularly interested in becoming an electrician when I leave school.

- 1 How to write your Personal Statement
- 2 List your Key Skills and Attributes
- 3 Identify your Transferable Skills
- 4 Use a simple CV layout

### Personal Qualities to use in your Statement

These words may help you when you come to describe yourself in your CV.

Able to concentrate	Effective	Musical
Able to handle stress	Elegant	Observant
Active	Energetic	Open to change
Adaptable	Enthusiastic	Optimistic
Adventurous	Entrepreneurial	Organised
Ambitious	Expertise in...	Outdoor
Artistic	Flair	Outgoing
Assertive	Flexible	Patient
Attention to detail	Forceful	Perfectionist
Aware (socially)	Friendly	Persistent
Busy	Generous	Persuasive
Calm	Gentle	Polite
Capable	Good sense of humour	Positive
Caring	Good with my hands	Practical
Cautious	Happy	Quick to learn
Charming	Hard working	Relaxed
Cheerful	Have drive	Reliable
Competent	Helpful	Responsible
Competitive	Honest	Self-controlled
Confident	Idealistic	Self-motivated
Conscientious	Imaginative	Sensitive
Considerate	Independent	Serious
Controlled	Individual	Set realistic targets
Cooperative	Innovative	Shy
Courageous	Inquiring	Sociable
Creative	Inventive	Stable
Culturally sensitive	Keen to learn	Steady
Decisive	Kind	Supportive
Dependable	Lateral thinker	Talented
Determined	Leader	Thoughtful
Disciplined	Loyal	Tolerant
Dynamic	Mature	Trustworthy
Easy going	Methodical	Understanding
Efficient	Motivated	Well organised

Example CV layout

**Name**  
Full address  
mobile  
email

---

**PERSONAL STATEMENT**  
Write 2-3 sentences using the guidelines opposite.

---

**KEY SKILLS AND ATTRIBUTES**  
• list your key skills  
•  
•

---

**WORK EXPERIENCE**  
Job title/Place of Work  
• list paid or voluntary work and where you do it  
•  
Date from-to  
June—Sept 2017

---

**QUALIFICATIONS AND TRAINING**  
Name of course/Qualification/where you did it  
• Working towards NCEA Level 2  
•  
Date achieved  
2017  
(Include Barista, ARA courses, First Aid, 'Red Shirts' etc)

---

**INTERESTS**  
Playing rugby; Playing soccer; reading (sci-fi); Xbox; watching movies

---

**REFEREES**  
Name, address phone number—an employer or a family friend who can give a character reference or someone who can give a good description of you!

### Key Skills & Attributes

Many job seekers struggle with how to work personal qualities into a job application. Saying "I'm motivated" doesn't mean much unless you can back it up with some evidence. A stronger statement would be "I'm a highly motivated person, as captain of the school soccer team I had to be focussed and ensure players were on their game at all times."

Some highly sought after personal attributes include:

- honesty
- ability to learn on the job
- manners and courtesy
- sense of humour
- positive attitude
- self confidence
- personal presentation
- responsibility
- self-management
- motivated

More general but still sought after attributes could be:

- communication skills - verbal and written
- computing skills
- ability to work as a part of a team
- ability to critically analyse information
- ability to rationally solve problems
- creativity
- flexibility

### You can consider these as key or specific skills:

#### Self Management

Can you?

- plan, organise and manage your time
- cope with stress and change, work well under pressure
- constantly learn new things and accept new challenges
- set achievable goals

#### Practical Skills—equipment, machinery, vehicles

Can you? (be specific about the equipment)

- set up or assemble parts
- operate, control or drive
- maintain, clean, fix, repair or service
- disassemble, salvage or redesign
- braze, weld, fit and turn
- sort, stack and store parts
- repair cars, bicycles, maintain and operate vehicles boats, motorcycles
- operate power tools and large equipment chainsaws etc
- build, repair parts and enjoy physical labour

#### Practical Skills—Carpentry, Joinery

Can You?

- measure, cut timber, assist with framing, install ceiling battens
- interpret plans and complete basic or specific carpentry or joinery tasks
- build specific items or paint, stain, laminate or decorate articles
- repair appliances in the home and carry out basic home maintenance.

- 1 How to write your Personal Statement
- 2 List your Key Skills and Attributes
- 3 Identify your Transferable Skills
- 4 Use a simple CV layout

#### Office and Clerical Skills

Can You?

- cut and paste to combine information
- familiar with computer programmes like Microsoft Word/Excel etc
- workings of technology—be specific
- format, proof read and edit documents
- process, sort and file information

#### Food and Beverage Skills

Can You?

- practice personal hygiene in food production areas
- understand and apply cleaning practices
- show creativity in cooking and serving food
- show various cooking techniques breadmaking, sauces etc
- prepare menus

These ones we've used on CVs for Hagley students:

- leadership
- social skills
- customer service
- computer skills
- quick learner
- positive, bubbly with a good sense of humour

### Transferable Skills

#### Think about your Transferable Skills too...

So, what are they? **Transferable skills** are a core set of skills and abilities that don't always apply to any particular organisation or role. If you've got great interpersonal skills, for example, you will do well whether you're a senior executive, a carpenter or a customer service representative because you enjoy interacting and communicating with other people.

Transferable skills can be just as valuable as experience and with a bit of brainstorming there's probably quite a few that you could be highlighting in your CV. Here are just a few:

**listening skills**—If ever there was a skill useful in almost every organisation and role it's listening. That's not just hearing what someone's saying to you, but stopping and thinking about what they say before replying. Think about how you can weave this into your resume or cover letter using examples.

**leadership qualities**—Can you step back from the coalface and prioritise what needs to be done first? Can you say "no"? Can you determine when a job simply isn't necessary and wastes time? These are all key elements of leadership.

**time management**—Managing your own time to get the job done is a timeless skill valued particularly within fast-paced organisations. Make sure you highlight examples of your time management skills in your resume or cover letter.

**critical thinking and problem solving**—Organisations have problems. Someone who can step above those problems, analyse and solve them is invaluable to any organisation. Highlight this sought-after skill with examples.