**Curriculum Vitae**

**Name**

**Address:** 00 Smith Ave, Wellington

**Phone Number:** 021 000 0000

**Email:** name@xtra.co.nz

**Summary of Capabilities**

* Excellent communication, and interpersonal skills
* Successful development and implementation of policies within the organisation
* Pick attributes that are relevant to the position being applied for (6 maximum)

**Employment History**

|  |  |  |
| --- | --- | --- |
| Date | Current Job | Position Description |
| Date | Previous Job | Position Description |
| Date | Previous + 1 Job | Position Description |
| Date | Previous + 2 Job | Position Description |
| Date | Previous + 3 Job | Position Description |

**Qualifications and Memberships**

|  |  |
| --- | --- |
| Date | Description of qualification – where attained |
| Date | Description of qualification – where attained |

**Professional Experience**

**Month Year – Present**

**Current Organisation Position**

Short Description of what company does.

**Responsibilities**

* Bullet pointed

**Achievements**

* Bullet pointed

**Month Year – Month Year**

**Previous Organisation Position**

Short Description of what company does.

**Responsibilities**

* Bullet pointed

**Achievements**

* Bullet pointed

**Month Year – Month Year**

**Previous Job + 1 Position**

Short Description of what company does.

**Responsibilities**

* Bullet pointed

**Achievements**

* Bullet pointed

**Month Year – Month Year**

**Previous Job + 2 Position**

Short Description of what company does.

**Responsibilities**

* Bullet pointed

**Achievements**

* Bullet pointed

**Month Year – Month Year**

**Previous Job + 3 Position**

Short Description of what company does.

**Responsibilities**

* Bullet pointed

**Achievements**

* Bullet pointed

**Interests**

List interests

**Referees available on request**