**NAME**

**PROFESSIONAL TITLE**

**027 123 4567 | name@xxx.co.nz** **| linkedin.com/in/name**

**PROFESSIONAL SUMMARY**

*This section is an overview or summary of who you are professionally – your “elevator pitch”. It needs to show your focus, scope of work and competitive advantage. It will be three to five sentences long and contain a high-level overview of your skills and qualifications. Make sure to focus on the required skills for the role that you’re applying for.*

**KEY SKILLS**

* **Key Skill**
* **Key Skill**
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* **Key Skill**

**PROFESSIONAL EXPERIENCE**

*A rule of thumb is to include details of the last 8-10 years of your career, unless earlier experience is particularly relevant. Start with your most recent role.*

**COMPANY NAME MTH 2020 - MTH 2023**

**www.company.com**

**Position Title**

**Responsibilities**

*Use bullet points to list your responsibilities and achievements for each role. Try to lead each bullet point with an action word. E.g. Managed, Prepared, Conducted.*

**Achievements**

**COMPANY NAME MTH 2016 - MTH 2020**

**www.company.com**

**Position Title**

**Responsibilities**

**Achievements**

**COMPANY NAME MTH 2013 - MTH 2016**

**www.company.com**

**Position Title**

**Responsibilities**

**Achievements**

**EDUCATION**

*Include qualification(s), institution where you gained the qualification(s) and year achieved.*

*Include key areas of study and summary of relevant awards and honours.*

**REFEREES**

*If requested, ensure that you include your referee details.*

**Full name:**

**Job title:**

**Email address:**

**Phone number:**