



CAREER SERIES

STEPPING INTO THE WORKFORCE

After watching the video complete the exercises below to put what you have just learnt into practice.

1. WHAT COULD BE IMPROVED IN THIS CV?

Have a look at the below example of a CV and see if you can spot at least seven areas that could be improved:

Billy Bob.

Email: billybob@gmail.com. Ph. 0211111112

Address: 14 Candy Lane Auckland

Bank account – 0098 8978

Marital status: Single

Height: 6ft 1.

Objective:

Human resource manament is really important to me as it may be a future career working in business. I have just graduated and want a job to practise my skills. I am a hard worker, good team player and friendly person.

Continued over page

Experience.

17/6/2013 Fine Dining Restaurant, Auckland.

- Bartender
- Till work.
- Customer service.

November. Terrific Threads. Auckland

- Sales assistance. Customer service. ▪ Selling customers clothes.

7/4/2012 Cool Clothing Auckland.

- Customer service.
- Folding clothes.
- Unpacking boxes.
- Working the till.
- Inventory.

Fancy Café Auckland.

- Kitchen hand.
- Making coffees.
- Waitoring.
- Customer service.
- Front of house.
- Customer engagement.
- Quit because I was too good for this role and I was smarter than my manager.

Interest / Self-reference:

My interest is horse riding as I have been doing this for a very long time. Since I was 10 years old, I have been riding horses. I have lived on a farm my whole life. I grew up in Waitakere with my parents. I'm a very fit and able to do not get tired easily. I also am interested in business and accounting as I like to work with numbers. Traveling is a passion of mine. I traveled for 6 months throughout Asia. I also worked while I was there in the bar. I love working in a bar, especially getting free drinks! I am a quick learner and think I could do any job I get a shot at.

References are available on request:

How many things did you find that could be improved?

Billy Bob.

Email: billybob@gmail.com Ph. 0211111112

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Martial status: Single

Height: 6ft 1

Objective:

Human resource manament is really important to me as it may be a future career working in business. I have just graduated and want a job to practise my skills. I am a hard worker, good team player and friendly person. I have accellent attention to details.

| |

Experience.

|7/6/2013 Fine Dining Restaurant, Auckland.

- Bartender
- Till work.
- Customer service.

November. Terrific Threads Auckland

- Sales assistance. Customer service. • Selling customers clothes.

7/4/2012 Cool Clothing Auckland.

- Customer service.
- Folding clothes.
- Unpacking boxes.
- Working the till.
- Inventory.

Comment [DF1]: Unessassary full stop

Comment [DF2]: Would look better and be easier to read on two lines, does not need to be underlined

Comment [DF3]: Addresses don't have to be included and for your security it is a good idea not include your full address if you are applying on websites that don't store your information securely. But you can include your suburb/city if you think it is relevant.

Comment [DF4]: Spelling mistake

Comment [DF5]: All unnecessary information

Comment [DF6]: Spelling mistake

Comment [DF7]: Not a strong opening statement, needs to showcase who you are and what you could bring to the organisation

Comment [DF8]: Spelling mistakes showing that attention to detail is not a strong point.

Comment [DF9]: Unnecessary spacing

Comment [DF10]: This date doesn't outline if it is a start or finishing date and how long Billy was working here

Comment [DF11]: It is a good idea to list not only your tasks but also your achievements in this role. Give the employer an idea what your responsibilities were and how they are transferrable to the role you are applying for.

Comment [DF12]: Adding too many colours makes it hard to read and unprofessional

Comment [DF13]: All lists should be formatted in the same way. Either as bulletpoints (as above) or as a list. Consistency showcases your eye for detail

Comment [DF14]: Again this date is unclear what it refers to and the font has changed and everything is bold.

• Average daily profit \$2,000 per day.

Fancy Café Auckland.

- Kitchen hand.
- Making coffees.
- Waitoring.
- Customer service.
- Front of house.
- Customer engagement.

Quit because I was too good for this role and I was smarter than my manager.

Interest / Self-reference:

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References are available on request.

Comment [DF15]: Sensitive information from previous roles should never be included. These are things like profit, turnover, budgets, access codes etc.

Comment [DF16]: Spelling mistake

Comment [DF17]: Extra space between words

Comment [DF18]: Even if this is true it should never be included on a CV as it does not reflect your character in a positive light.

Comment [DF19]: Considering the roles this candidate is looking for this should be higher on the list and Billy should expand why he is interested in a career in business and accounting.

Comment [DF20]: Spelling mistake

Comment [DF21]: This is not a great representation of Billy's personal brand. This is not something an employer would find useful or appropriate to be on a CV.

Comment [DF22]: The phrasing on this could be improved to be more formal. Example: I am a quick learner and I look forward to using my skills in a role in business and accounting.

Comment [DF23]: This paragraph is too long, does not read well and does not leave a positive last impression. The final piece of your CV should leave the reader on a positive note.

Common mistakes on CV's include:

- **Spelling mistakes**
- **Bad formatting**, E.g. All bold, all un-bold with no headings, different fonts, too many colours, copy in red (this can make it hard to read and can create issues if the reader is colour blind) document corrupts or saves formatting incorrectly, all text is centre aligned etc.
- **Unprofessional photos**. E.g. At a party, including other people, including food or drinks etc.
- **Experience and education in chronological order**, list your experience in reverse chronological order so employers can instantly see your most recent and possibly most relevant experience.
- **Unnecessary and irrelevant information included**. Height, weight, tax file numbers, religion, marital status, parent's names, salary etc.
- **Having contradicting information**. E.g. stating attention to detail as a key strength when there are spelling mistakes or incorrect dates.
- **Including sensitive information** within your CV from previous roles e.g. profit data, turnover etc.
- **Speaking negatively** about your previous manager, role or organisation

2. WHAT MAKES THIS CV GREAT?

Have a look at the below example of a CV and see if you can spot at least 7 things that make this CV stand out.

TIA CAANZ

📍 12-16 Nicholls Lane., Parnell, Auckland, New Zealand
✉ 123@charteredaccountantsanz.com
☎ 027 123 4567 or 09 912 3456

OBJECTIVE

I'm looking for full time work in the business industry.

PERSONAL STATEMENT

A highly motivated and proactive CA qualified Accountant, with future CFO aspirations, who can bring both technical expertise and exceptional relationship building skills to your team.

WORK HISTORY

London Accounting London, England Jun 2016 - Present	Project Accountant First role in UK as part of OE. <ul style="list-style-type: none">Responsible for management and financial reporting.Working with senior project managers around budgets and variance analysis.Job costing for projects and taking a lead role in half yearly and annual accounts for audit.
Big City Accountants Auckland, New Zealand Jan 2013 - Jan 2016	Senior Accountant Promotion ending my fixed-term role as Junior Accountant. <ul style="list-style-type: none">Prepare financial reports, with supporting work papers that are accurate and comply with all legal requirements.Tax returns and tax compliance e.g., prepare GST returns, prepare FBT returns, obtain information for tax return and make claims on behalf of clients, respond to IRD queries, etc.Period accounting e.g., reconcile and analyse ledgers, prepare statements of financial performance and of financial position monthly and/ or annually, prepare trial balances, prepare graphs and carry out analytical review of results.Accounting for non-company entities such as trusts and partnerships, e.g., preparing financial statements, providing tax advice, etc.Management accounting e.g. prepare income projections.Fulfilling secondment requirements of clients and undertake contract accounting assignments.Assist managers and partners in pro-actively managing client relationships.
Big City Accountants Auckland, New Zealand Jan 2012 - Jan 2013	Junior Accountant Graduate role secured after graduation for a fixed term. <ul style="list-style-type: none">Run financial reports and calculations.P&L Statements.Bank reconciliations.Management of company credit cards.

Tia Caanz | 027 123 4567 | 123@charteredaccountantsanz.com Page 1 of 3

QUALIFICATIONS

AUT

Auckland, New Zealand
2007 - 2011

Rangitoto College

Auckland, New Zealand
2006

- **Bachelor of Business**
Double major - Accounting and Economics

- **NCEA Level 3 and University Entrance**

TECHNICAL SKILLS

- Microsoft Office - Advanced Excel
- Microsoft Office - Advanced Word

PERSONAL SKILLS

Excellent communication skills

Both written and verbal.

Able team player

Comfortable supporting others and leading when required.

Strong awareness of diversity

Ability to connect with a range of people.

Good sense of humour

We can get the job done and have fun whilst doing so!

COMMUNITY & VOLUNTEER EXPERIENCE

CBD Painting Society

Auckland, New Zealand
Mar 2014 - Aug 2015

North Shore Volleyball

Auckland, New Zealand
Mar 2010 - Aug 2014

Trees are Green.

Auckland, New Zealand
Apr 2008 - Nov 2015

Help Kids.

Auckland, New Zealand
Feb 2007 - Jul 2009

-
- Player and 2012 Captain.

- **Tree Planter**
 - Tree planting and maintaining bush walking tracks.

- **Volunteer Tutor**
 - Tutoring secondary students in Maths and Science.

Continued from page 6

ACHIEVEMENTS

MVP - North Shore Volleyball

2013

Dux - Rangitoto College

2006

INTERESTS

- Surfing
 - Kapa Haka
 - Bush walking
-

REFEREES

Available upon request

What are the key elements that make this a good CV?

TIA CAANZ

12-16 Nicholls Lane., Parnell, Auckland, New Zealand
123@charteredaccountantsanz.com
027 123 4567 or 09 912 3456

OBJECTIVE

I'm looking for full time work in the business industry.

PERSONAL STATEMENT

A highly motivated and proactive CA qualified Accountant, with future CFO aspirations, who can bring both technical expertise and exceptional relationship building skills to your team.

WORK HISTORY

London Accounting

London, England
Jun 2016 - Present

Project Accountant
First role in UK as part of O&E

- Responsible for management and financial reporting.
- Working with senior project managers around budgets and variance analysis.
- Job costing for projects and taking a lead role in half yearly and annual accounts for audit.

Big City Accountants

Auckland, New Zealand
Jan 2013 - Jan 2016

Senior Accountant
Promotion ending my fixed-term role as Junior Accountant.

- Prepare financial reports, with supporting work papers that are accurate and comply with all legal requirements.
- Tax returns and tax compliance e.g., prepare GST returns, prepare FBT returns, obtain information for tax return and make claims on behalf of clients, respond to IRD queries, etc.
- Period accounting e.g., reconcile and analyse ledgers, prepare statements of financial performance and of financial position monthly and/or annually, prepare trial balances, prepare graphs and carry out analytical review of results.
- Accounting for non-company entities such as trusts and partnerships, e.g., preparing financial statements, providing tax advice etc.
- Management accounting e.g. prepare income projections.
- Fulfilling secondment requirements of clients and undertake contract accounting assignments.
- Assist managers and partners in pro-actively managing client relationships.

Big City Accountants

Auckland, New Zealand
Jan 2013 - Jan 2016

Junior Accountant
Graduate role secured after graduation for a fixed term.

- Run financial reports and calculations.
- P&L Statements.
- Bank reconciliations.
- Management of company credit cards.

Comment [DF1]: Tailor your CV - it's tempting when you start job hunting to prepare your CV once and send it to every job application to save time and effort. However, different jobs and organisations need different skills. What works for one organisation might not work for another. What's important to them and what are they looking for?

Comment [DF2]: Summarise starting with the most recent and work backward. State the employer, job title and length of time you worked there and a brief description of your responsibilities and tasks.

QUALIFICATIONS

AUT

Auckland, New Zealand
2007 - 2011

Rangitoto College

Auckland, New Zealand
2006

- **Bachelor of Business**
Double major - Accounting and Economics
- **NCEA Level 3 and University Entrance**

Comment [DF3]: Education and training - List educational organisation and qualification from most recent to least.

TECHNICAL SKILLS

- Microsoft Office - Advanced Excel
- Microsoft Office - Advanced Word

Comment [DF4]: Skills and abilities - List the skills you have under broad headings such as Personal and Professional.

PERSONAL SKILLS

Excellent communication skills

Both written and verbal.

Able team player

Comfortable supporting others and leading when required.

Strong awareness of diversity

Ability to connect with a range of people.

Good sense of humour

We can get the job done and have fun whilst doing so!

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Feb 2007 - Jul 2009

- Player and 2012 Captain.
- **Tree Planter**
Tree planting and maintaining bush walking tracks*
- **Volunteer Tutor**
Tutoring secondary students in Maths and Sc

Comment [DF5]: Include extra-curricular activities e.g. community involvement e.g. volunteering

Detail leadership roles held e.g. at school, tertiary institution, church

ACHIEVEMENTS

MVP - North Shore Volleyball

2013

Dux - Rangitoto College

2006

Comment [DF6]: Be sure to highlight any recent or relevant achievements, awards, certificates etc. that you have received. These serve as additional evidence to employers about the abilities and capabilities you have covered in your CV.

INTERESTS

- Surfing
- Kapa Haka
- Bush walking

Comment [DF7]: Interests and hobbies - This can help employers get to know you as person outside of work and help you stand out from the crowd.

REFEREES

Available upon request

Comment [DF8]: References and referees - Have people you know and trust who are happy to give employers a third-party perspective of your skills, abilities and interests if required.

How many did you find?

Some information that should be included in your CV:

- Include extra-curricular activities e.g. community involvement, volunteering etc
- Detail leadership roles held e.g. at school, polytechnic or uni, sport etc
- Your CV should be factual, not emotional. The cover letter is the place for personal opinions such as why you are perfect for the position, not your CV
- Tailor your CV - it's tempting when you start job hunting to prepare your CV once and send it to every job application to save time and effort. However, different jobs and organisations need different skills. What works for one organisation might not work for another. What's important to them and what are they looking for?
- Create your document using something simple like Microsoft Word. Include the page number in the header of the document and your name and contact details in the footer. Choose a simple classic font such as Times New Roman in a size that's easy to read - 11 or 12 point
- When listing your strengths always have an example of how you display this quality ready at an interview
- Cover page: This should feature your name and contact details
- Personal details - Include your full name and contact details

Building a LinkedIn Profile

Why is having a LinkedIn profile important?

- Many employers now expect that applicants will have a profile
- Having a profile makes you more visible. Recruiters can find you for potential roles and you can look search through advertised roles
- You can connect with people in industry across the world
- You can write your own articles sharing your unique knowledge and point of view. This can also help you expand your network and interest recruiters who view your profile
- Online interactions can lead to doors opening to possible opportunities
- You can learn from others- your connections, published articles, groups etc

3. CREATE OR REVIEW YOUR OWN LINKEDIN PROFILE

- If you have a CV but no LinkedIn profile: Create a LinkedIn profile by transferring your CV content on to LinkedIn
- If you already have a LinkedIn profile: Review your profile with the CV tips that have been discussed and make any changes or find influencers or organisations to follow
- If you have no CV or LinkedIn profile: Begin creating a LinkedIn profile and use the exemplary CV as a guide to the content you should include on the profile - Go to the LinkedIn web page - www.linkedin.com

4. CV CHECKLIST

Before you send your CV make sure you have ticked off the below:

- Does your CV look clear and professional with consistent fonts throughout?
- Is your experience listed with your most recent experience first?
- Have you included the skills and information that best fit the job description?
- Have you included any awards or memberships?
- Are there any abbreviations that the reader won't understand?
- Have you double-checked the spelling?
- Is all the formatting consistent and professional?
- Have you included your contact details?
- Have you checked your referees are happy for you to list them?
- Have you written a specific cover letter to go with your CV?
- If addressing your cover letter to a specific person have you spelt their name correctly?