

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

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.

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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.

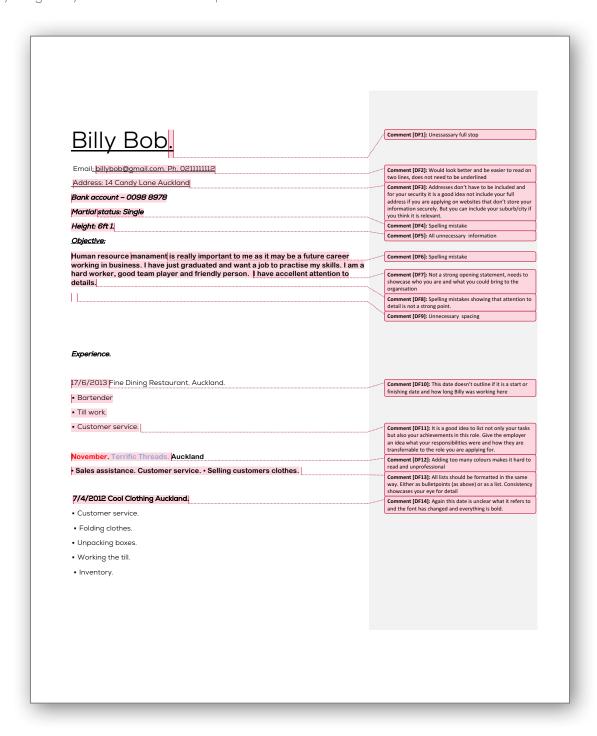
Fancy Café Auckland.

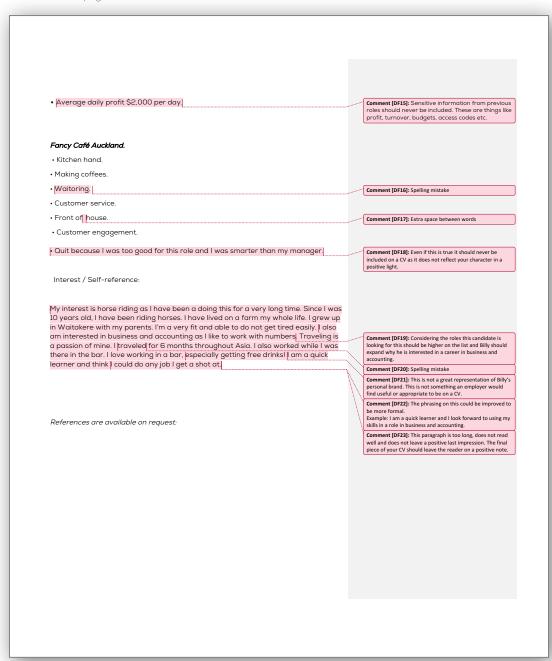
- Kitchen hand.
- Making coffees.
- Waitoring.
- Customer service.
- Front of house.
- Customer engagement.
- Quit because I was too good for this role and I was smarter than my manager.

Interest / Self-reference:

My interest is horse riding as I have been a 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:





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

WORK HISTORY

London Accounting

London, England Jun 2016 - Present

Project Accountant

First role in UK as part of OE.

- 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 2012 - Jan 2013

Junior Accountant

Graduate role secured after graduation for a fixed term.

- · Run financial reports and calculations.
- Bank reconciliations.
- Management of company credit cards.

QUALIFICATIONS

ALIT

Auckland, New Zealand 2007 - 2011

Rangitoto College

Auckland, New Zealand

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.

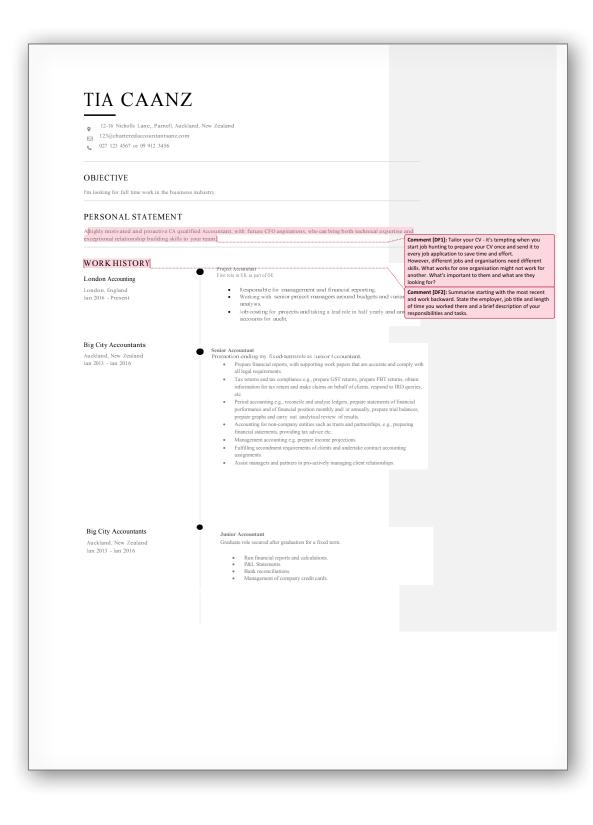
• Volunteer Tutor

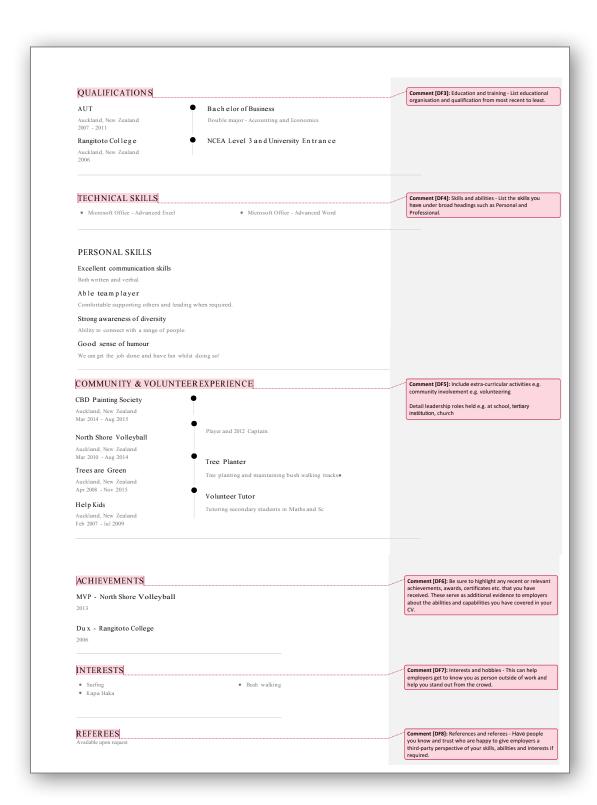
Tutoring secondary students in Maths and Science.

Tia Caanz | 027 123 4567 | 123@charteredaccountantsanz.com

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ACHIEVEMENTS		
MVP - North Shore Volleyball		
2013		
Dux - Rangitoto College 2006		
INTERESTS		
Surfing Kapa Haka	Bush walking	
REFEREES		
Available upon request		





youunlimitedanz.com

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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?