

## Example of skills-focussed CV

### Personal details

Name: Aroha Hylton  
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### Personal statement

I am an honest and hard-working person looking for work in administration. I am a helpful team member. My longer-term goal is to be employed into a supervisory role. I am looking for a role that will allow me to prove that I have the skills and attitude to progress in my career.

### Relevant skills and experience

#### *Communication skills*

- Excellent communication skills, able to put views across confidently and assist better team relationships.
- Strong skills in helping others with problem solving in both work and non-work situations.
- Guided and directed team members as captain of local club hockey team.
- Able to communicate well in writing.

#### *Organisational ability*

- Strong attention to detail and ability to help others improve their performance.
- Effective in delegating tasks and making sure they are done well.
- Track record in planning and organising events, including social functions at work and fundraising for a local sports club.

#### *Numeracy skills*

- Ability to develop and monitor budgets, through experience as sports club treasurer.
- Responsible for handling money, banking and keeping accounts on other people's behalf.
- Assist others with managing their money, including working out a budget for personal spending and balancing cheque books.

### Work history

Feb 2012–Oct 2015 Assistant checkout operator – General Food Supermarket

Mar 2009–Dec 2012 Checkout duties – Food World Supermarket

Aug 2006–Feb 2009 Temporary and casual positions, including fruit picking, planting, childcare and bar work

### Education and training

2006 Effective Communication Skills – three hours a week for 20 weeks at local Technical Institute

2001–2005 Four years secondary education

### Interests and hobbies

I enjoy running and movies. I spend quite a bit of my spare time with my nieces.

### Referees

Mrs Kay Arland  
Checkout Supervisor  
General Food Supermarket  
email: kay@generalfood.co.nz

Mr William Whetu  
Sports Co-ordinator  
Sports Foundation  
email: william@sport.co..nz

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