**Example of work-focussed CV**

**Personal details**

Name Mathew Reid

Address 22 The Street, Christchurch 8042

Phone 123 4567

Mobile 123 123 12

Email [matthew.reid@email.com](mailto:matthew.reid@email.com)

**Personal objective**

I am committed to finding work in the landscaping field. I have recently completed training in this area and am self-motivated, hard-working and reliable, with a range of practical labouring skills.

**Work history**

Mar 2009–Jun 2015: Labourer, Harveys Bricks and Blocklayers

Duties included:

* spreading sand and gravel
* laying a range of paving materials into various patterns
* heavy lifting
* driving a range of vehicles

Dec 2006–May 2008: Builders Labourer (casual), Robinson Walker Construction

Duties included:

* measuring to instructions
* cleaning and storage of tools
* assisting tradesmen with a range of tasks

Jun 2004–Dec 2004: Vineyard Labourer (seasonal), Beachcroft Orchard

Duties included:

* labelling, packing, cleaning sheds and equipment

**Education and training**

2002    Building and Landscaping Skills

six month course at Carrington Polytechnic

1998–2001    Christchurch Boys High School

School certificate passes in horticulture and art

**Leisure interests**

Landscaping, canoeing, computer design

**Referees**

Keith Harvey Mai Le Chan

Former manager Owner

Harveys Bricks and Blocklayers Beachcroft Orchard

Christchurch Henderson

email: keith@bricks.co.nz email: mai@orchard.co.nz

Work phone 123 4567 Work phone 123 4567

Home phone 123 4567 Home phone 123 4567