AFFAIRS
New Zealand

CVs, cover letters and interviewing

Having a good CV and cover letter is crucial to getting an interview for a job.

CVs

Credible, convincing CVs are critical to getting an interview. It tells an employer what you have done and what you're good at. The aim of your CV is to get you an interview.

Include in your CV:

- contact details
- career profile statement and objectives
- key strengths, skills and competencies
- relevant qualifications
- roles you have held, including a job description and summary of your achievements
- memberships of professional associations
- referees.

Visit the Careers NZ page on CVs for more information and tip (https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/getting-started/) ⊞

Cover letters

Write a tailored cover letter for each role or job lead outlining why you're suited to that particular position.

We recommend you:

- keep it short — ideally just one page
- be professional, positive and confident
- translate your military experiences and skills into civilian equivalents
- have someone proofread your letter
- make sure your cover letter is written with the job your applying for in mind.

Visit the Careers NZ page on cover letters for more information and tips (https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-a-cover-letter/) ⊞

Interview

The CV is to get you the interview. The interview is to get you the job. An interview is your chance to prove to the interviewer that you are the best person for the job.

It's important that you:

- be on time for the interview
- wear smart and formal clothing showing your dedication to personal presentation
- translate your military experiences and skills into civilian equivalents
- have practised being asked questions about your CV and suitability
- have researched the organisation and are ready to highlight how you can contribute to it.

Visit the Careers NZ page on interviews for more information and tips (https://www.careers.govt.nz/job-hunting/interviews/)

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