

Te Tāhuhu Tangata me te Reta Tautoko

Writing a CV and Cover Letter



He aha ngā tikanga?

What's involved?

Your cover letter and curriculum vitae (CV) are the two documents that you'll need to support most job applications.

- A cover letter is a formal way of introducing yourself to a possible employer. The goal is to get them interested enough to want to read your CV.
- A CV is a summary of your personal, educational, and work history. It is a snapshot of what you've done and who you are so the reader can decide if you're likely to be a good fit for their team. The goal is to get them interested enough to want to interview you.

Ka pēhea te āwhina mai a taku kaiwhiri?

How can my advisor help?

When you've completed your CV and cover letter, send it to your advisor so they can review and provide feedback.

If you're having difficulty completing either of the documents, let your advisor know so they can guide you through the process.

Me pēhea au e tīmata?

How can I get started?

It's really important to customise both your cover letter and CV for each job you apply for. This tells the reader that you really want the job. As you prepare your application, think about:

- What is important for this particular employer – what are their values?
- What skills, qualifications, and experience are important for this role - what's mentioned in the job advert or position description?
- How your values, skills, qualifications, and experience fit what the employer is looking for. Use examples from your work, study, voluntary work, community involvement, and personal life to illustrate your suitability.

Formatting

It's really important to make your CV and cover letter look professional. To show that you've put some effort in to it, we recommend:

- Using traditional fonts (such as Arial, Times New Roman, Calibri, Verdana) and keep the text size from 10 to 12.
- Choosing a design that will make you stand out from the other applicants.
- Keeping it clear and concise with short paragraphs.
- Checking your spelling and grammar, and getting someone else to proofread it for you too.

Cover Letter Tips

The purpose of your cover letter is to convince the employer that you are the best person for the job and they should definitely read your CV! It's really important that you sell yourself. You need to match your key skills, experience, qualifications and personal attributes to what is specifically asked for in the job advert and position description.

We recommend the following structure to create an awesome cover letter:

Mihi and whakataukī

- When applying for a kaupapa Māori job (for example a role at Ngāi Tahu) always start with a mihi.
- A whakataukī is also a great acknowledgment of our Māori culture.

Introduction

- Address your letter to the person named on the job advert, or the hiring manager if you know who that is.

- Show that you have researched the company – why do you want to work for them? Show that you are passionate about the industry and their work.

Main body

- Relate your main skills and experience to the job that you are applying for – check the “experience required” section of the advert and any competencies listed in the position description.
- Outline what you can offer the company.
- Summarise more general skills that you think are relevant to the role, such as communication and interpersonal skills, problem-solving abilities and organisational strengths.

Closing

- Finish your cover letter by mentioning your availability for an interview and confirming the best number to contact you on (so they don’t have to look it up) before thanking them for their time.

Cover Letter Builder

You can use these sentence starters to help you create your cover letter. Remember that the tone of the letter needs to sound like you, not someone else.

Mihi and whakataukī

Mihi structure

- Ko _____ taku mauka (My mountain is ...)*
- Ko _____ taku awa (My river is ...)*
- Ko _____ taku waka (My waka is ...)*
- Ko _____ te takatā (... is the paramount ancestor)*
- Ko _____ taku iwi (My tribe is ...)*
- Ko _____ taku hapū (My subtribe is ...)*
- Ko _____ taku marae (My marae is ...)*
- Ko _____ rāua ko _____ aku mātua (... & ... are my parents)*
- Nō _____ ahau (I am from ...)*
- Kai/Kei _____ taku kāika i nāianeī (I live at ... now)*
- Ko _____ taku ikoa (My name is ...)*

Sample whakataukī

- *Kia mau koe ki kā kupu o ōu tūpuna (Hold fast to the words of your ancestors)*
- *Tē tōia, tē haumatia (Nothing can be achieved without a plan and way of doing things)*
- *Whiria te tangata (Weave the people together)*

Introduction

- *It is with great interest that I am applying for the position of _____.*
- *(Name of contact) provided me with your name and suggested I contact you in reference to the _____ position.*
- *As a recent graduate of _____ with a degree in _____ and an avid (reader, writer, sports enthusiast), I believe I am a strong applicant for the position of _____.*
- *As a (marketing/research) intern with _____ (name of organisation) I gained valuable experience in _____ that makes me an ideal candidate for the position of _____.*
- *I am eager to apply for the position of _____ because I have the _____ that it takes to be successful in the position.*
- *Thank you for speaking with me on _____ (date) and discussing the _____ position. I am very interested in _____.*
- *Your organisation impresses me because of _____ (the performance of your product / the integrity of your support staff / its high standards of customer service / something else).*

Body

- *My experience as a _____ will help me to contribute to _____.*
- *Throughout my _____ years of high school studies I have demonstrated skills and abilities that are exactly what the position of _____ demands.*
- *I can contribute to your organisation's effectiveness by _____.*
- *My previous success in _____ has proven my ability to _____.*
- *To highlight some of my accomplishments I have _____.*
- *Working with _____ has strengthened and improved my _____ (customer service / analytical, research / interpersonal / organisational / other) and _____ (customer service / analytical / research / interpersonal / organisational / other) skills.*
- *I am confident that I can be a valuable asset to your organisation because _____.*

Closing

- *I am eager to learn more about _____ and would like to discuss my work experience and interests with you.*
- *I am interested in the position and would appreciate the opportunity to discuss my background and your requirements in greater detail.*
- *I feel that my _____ and _____ make me a strong candidate for this position, and therefore look forward to the possibility of employment with _____ (name of organisation).*
- *I would appreciate the opportunity to further discuss my qualifications with you. I can be reached at _____ (phone number) or at _____.*

Sentences that can be used in multiple paragraphs

- *I would like the opportunity to put my skills, drive and enthusiasm to work as a _____ for _____.*
- *Being _____ (a team player, results driven, a quick learner, etc.) who loves challenges, I will _____.*
- *My career goal is to _____. Therefore I welcome the opportunity to make a contribution to _____ (organisation name here).*
- *The _____ position described in _____ sounds exactly like the opportunity I'm looking for _____.*

CV Tips

Below are the headings of a standard CV. Including information under each heading will help provide the details that a future employer is looking for in your application.

Contact details

- Include your full name, address, phone numbers, email address. Don't use an email address which sounds too casual or includes nicknames, such as 'hotstuff@hotmail.com'.
- Including a photo can be a good idea to make you relatable to the interviewer, however, it's not required.

About me/Personal statement

- Give a quick snapshot of your key strengths, as a two or three-sentence summary of how you best fit the job. Remember to keep it professional.

Skills

- Bullet a list of your main skills, talents and selling points.

Work history/Employment

- Outline your career history, beginning with your current or most recent role. List your job title, employer name, dates of employment, responsibilities, and highlight the skills you used in the role and your achievements.
- Choose only your key responsibilities and achievements, and tailor them so they're relevant to the job you're applying for.

Education & Training

- List your highest qualification first.
- If you are recently out of high school ensure that name of your school and qualifications gained are included.
- If you have a tertiary qualification list the institute name, years you attended and qualifications gained.
- List any course or licenses that are relevant to the job.

Interests

- A very brief snapshot is best to reflect your personality without going into too much detail.
- Avoid listing overly personal or mundane hobbies and interests.

References

- It's generally advisable to indicate that references are available upon request. Your referees would generally only be contacted if your application progresses, and in this case you must contact them to let them know that the hiring manager will be in touch.

CV Builder

Examples of skills and attributes that you can list in your CV (if you have them!)

Analytical thinker

Attention to detail

Cheerful

Collaboration

Courteous

Creative

Critical thinker

Customer service

Data entry

Decision maker

Effective communicator

Energetic

Enthusiastic

Fast worker

Flexible

Follows instructions

Friendly

Good listener

Good time management

Hard working

Helpful

Highly motivated

Innovative

Leader

Mentor

Negotiator

Organised

Passionate

Patient

Positive

Problem solver

Proficient in Microsoft Office

Punctual

Quick learner

Reliable

Research

Resourceful

Responsible

Role Model

Strong sales ability

Social media expert

Teacher/coach

Team player

Willing to learn

CV Builder (cont.)

Useful ways to start sentences in your CV

- | | |
|--|---|
| <ul style="list-style-type: none"> • Demonstrated success in _____ • Great approach to _____ • An incredibly hardworking individual who _____ • Ability to _____ developed through _____ • Excellent experience with _____ shown by _____ • Broad range of _____ experience • _____ (number of) years' experience with _____ • Good understanding of _____ proven by _____ • Developed an understanding of _____ through _____ • Great approach to _____ • Solid knowledge of _____ • Qualified in _____ • Competent in _____ • Proficient in _____ • Sound _____ capabilities • Able to _____ | <ul style="list-style-type: none"> • Confident in _____ • Strong ability to _____ • Effective at _____ • Committed to _____ • Proven ability to _____ • Seek to _____ • Special strength for _____ • Keen awareness of _____ • _____ - oriented • _____ outlook • Worked with _____ • Assisted with _____ • Designed _____ • Produced _____ • Supported _____ • Developed _____ • Planned _____ • Conducted _____ • Supervised _____ • Managed _____ • Performed _____ |
|--|---|

Bilingual headings

If you are applying for a job at a Māori organisation it is a good idea to use te reo Māori for your CV headings.

English	Māori
Name	Ingoa
Address	Wāhi Noho
Phone	Nama waea
Email	Īmera
Profile	Haurongo
Personal statement	Taukī whaiaro
About me	Ko wai au
Career summary	He whakarāpopototanga mahi

Bilingual headings (cont.)

English	Māori
<i>Employment history</i>	<i>Te mahi o mua</i>
<i>Work experience</i>	<i>Ngā mahi kua mahia</i>
<i>Education and qualifications</i>	<i>Te mātauranga me ngā tohu</i>
<i>Courses</i>	<i>Ngā akoranga</i>
<i>Licences</i>	<i>Ngā raihana</i>
<i>Computer skills</i>	<i>Pūkenga rorohiko</i>
<i>Knowledge of</i>	<i>Mōhio ki</i>
<i>Key competencies</i>	<i>Ngā āheitanga matua</i>
<i>Key skills</i>	<i>Ngā pūkenga matua</i>
<i>Key responsibilities</i>	<i>Ngā haepapa matua</i>
<i>Key achievements</i>	<i>Ngā paetae matua</i>
<i>Interests</i>	<i>Ngā runaruna</i>
<i>Referees</i>	<i>Ngā kaitautoko</i>

Templates

Some CV templates are available in separate Word documents so you can get started on creating your own CV straight away. Check your Pūreirei welcome email for the links.

Remember to read this document in conjunction with the templates.

Te rārangi mahi – Kua mahia rānei ēnei mea?

Check list – have you:

- Researched the organisation?
- Checked your understanding of the position description with your advisor?
- Identified your skills and experience which make you suitable for the role?
- Chosen a template and started to fill it out?
- Completed a draft CV?
- Completed a cover letter?
- Sent your completed drafts to your advisor for feedback?

Ka mau te wehi! You're ready for the next step.