

Building your CV

For students who haven't worked before, creating your CV can feel daunting. But it's actually easier than you might think.

Here are some key steps to follow when building your CV:

1. Use a Clear Format

- Keep it concise: 1–2 pages.
- Organise with headings: use sections like Education, Skills, Experience, and Achievements.
- Use bullet points: Make it easy for your prospective employer to scan it quickly.

2. Include Contact Information

- Full Name
- Phone Number
- Professional Email Address
- LinkedIn Profile (optional and only if it's polished and relevant)

3. Write a Strong Personal Statement

A 2–3 sentence summary at the top highlighting things like:

- Your current academic status (e.g., “Second-year accounting student at Waikato University”).
- Your career goals (e.g., “Aspiring to become a Chartered Accountant with a focus on financial analysis”).
- Key strengths or achievements (e.g., “Proficient in Excel and financial reporting with a track record of meeting deadlines”).

4. Highlight your education

As you're a student, this is a key section:

- Degree Name: e.g., Bachelor of Management Studies (Accounting Major).
- University Name and Location.
- Dates including expected graduation date.
- Key Courses: Include relevant coursework like Financial Accounting, Auditing, or Taxation.
- Achievements: mention high grades, awards, or scholarships.

Top Tip

- *Tailor your personal statement for each role you apply for. Highlight experiences and skills relevant to the specific role you are applying for.*



5. Showcase your work experience

If you've worked part-time, interned, or volunteered, list these roles:

- Job title, company name, location.
- Dates of employment.
- Use bullet points to describe your responsibilities and achievements, e.g.:
 - Assisted in preparing financial statements for small businesses.
 - Reconciled accounts and resolved discrepancies efficiently.
 - Gained hands-on experience with accounting software (e.g. Xero).

6. Emphasize your skills

Include both technical and soft skills:

- Technical Skills: for example,
 - Proficient in Microsoft Excel, Xero, or MYOB.
 - Familiarity with financial modeling and forecasting.
 - Basic understanding of tax laws or auditing standards.
- Soft Skills: for example,
 - Attention to detail.
 - Time management and meeting deadlines.
 - Analytical and problem-solving abilities.

7. Add a Projects or Volunteer Work section

- Include class projects, like financial statement analysis or case studies.
- Mention volunteer experiences, such as assisting a nonprofit with bookkeeping.

8. Certifications and professional development

- List certifications like Microsoft Office Specialist, QuickBooks Certification, or any completed accounting courses.
- Mention memberships in professional bodies (e.g., Provisional Member of CA ANZ).

9. Interests

- Include relevant or unique hobbies, such as participating in a finance club or competitive sports (to show teamwork).

Top Tip

*Use the resources the University provides.
Waikato University have career development services and a
CV360 tool to review and improve your CV.*

