



Top tips for a compelling contractor CV

Be succinct and relevant – Aim for no longer than four pages. Employers want assurance that you can do the job, so highlight the strengths, skills and experience that are most relevant to the role. If you have long contracting experience, summarise your roles into a concise table.

Introduce a “profile section” – We all know how important it is to make a good first impression. The profile section is the first thing your potential employer will read. Keep this section brief and tell employers about how you will help the organisation succeed. You can also add something about your attributes and style, to inject more personality into your CV.

A strategic, influential leader with expertise in policy development, programme management and operational improvement in complex delivery environments. I am a skilled collaborator and relationship manager and courageous leader of change. I help create an enjoyable and fast-paced work culture and enjoy supporting colleagues' success.

Focus on career achievements – Employers may have a significant number of CVs to read each week. To catch their attention, you need to make an immediate, positive impact. A good way to stand out is to identify your key achievements and describe them in ways that evidence the benefits.

- *Led a team to design and deliver an investment plan and associated projects in the education space worth \$25m, with strong sector endorsement*
- *Designed and led a national professional development initiative which reached over 1,000 participants over two years, with consistently strong participant ratings*
- *Successfully advocated a kaupapa Māori approach to the implementation strategy, which was ground-breaking for the agency*

Keep work history up-to-date – Present each role and organisation in chronological order, starting with the most recent role. Use fewer words to describe your responsibilities than your achievements.

Double check spelling and formatting – Errors in the CV reflect badly on your attention to detail and professionalism. Make sure your CV is thoroughly checked – consider asking a friend or family member to proofread it as well. Avoid fancy formats, graphics and photos. Crisp and clean is your friend

What to exclude in your CV:

- Any experience that is older than 10 years
- Any acronyms or jargon
- Any publications or affiliations that might be controversial

And finally – If you have a LinkedIn page, make sure your work record there lines up with your printed CV. If it doesn't someone will notice!