**Example of skills-focussed CV**

**Personal details**

Name: Aroha Hylton

Address 31 Crescent St, Blockhouse Bay, Auckland 5671

Phone 123 4567

Mobile 123 12312

Email aroha.hylton@email.co.nz

**Personal statement**

I am an honest and hard-working person looking for work in administration. I am a helpful team member. My longer-term goal is to be employed into a supervisory role. I am looking for a role that will allow me to prove that I have the skills and attitude to progress in my career.

**Relevant skills and experience**

*Communication skills*

* Excellent communication skills, able to put views across confidently and assist better team relationships.
* Strong skills in helping others with problem solving in both work and non-work situations.
* Guided and directed team members as captain of local club hockey team.
* Able to communicate well in writing.

*Organisational ability*

* Strong attention to detail and ability to help others improve their performance.
* Effective in delegating tasks and making sure they are done well.
* Track record in planning and organising events, including social functions at work and fundraising for a local sports club.

*Numeracy skills*

* Ability to develop and monitor budgets, through experience as sports club treasurer.
* Responsible for handling money, banking and keeping accounts on other people’s behalf.
* Assist others with managing their money, including working out a budget for personal spending and balancing cheque books.

**Work history**

Feb 2012–Oct 2015 Assistant checkout operator – General Food Supermarket

Mar 2009–Dec 2012 Checkout duties – Food World Supermarket

Aug 2006–Feb 2009 Temporary and casual positions, including fruit picking, planting, childcare and bar work

**Education and training**

2006 Effective Communication Skills – three hours a week for 20 weeks at local Technical Institute

2001–2005 Four years secondary education

**Interests and hobbies**

I enjoy running and movies. I spend quite a bit of my spare time with my nieces.

**Referees**

Mrs Kay Arland Mr William Whetu

Checkout Supervisor Sports Co-ordinator

General Food Supermarket Sports Foundation

email: kay@generalfood.co.nz email: william@sport.co..nz

Work phone 123 4567 Work phone 123 4567

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