# CV Template

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| ***PLEASE NOTE:****The purpose of the CV included with your submission is to provide the assessment panel with the information needed to confirm that your work examples are representative of the work being undertaken by you and align with the proposed practice field and practice area description. We do not require a marketing or job seeking CV however you can use an existing CV****if****it includes****all****of the information listed below.* | | |
| [Insert headshot here] |  | **[First Name Last Name] [Location-City, Country]**  [Current employer, role, and area of expertise] |
| **Profile**  Tell us a bit about yourself – your area of expertise and this should align with your practice area description (PAD) but this can be expanded. This should be around 50-100 words. | | |
| **Qualifications**  Include all degrees and diplomas and professional qualifications (e.g. CPEng or equivalent). Including overseas accreditations. **Do not** include short courses – these should be listed in your CPD (eg Site Safe Passport)  [Qualification, Tertiary institution, Year]  [Qualification, Tertiary institution, Year]  [Qualification, Tertiary institution, Year] | | |
| **Career Summary**  Preferably include all roles since graduation. Please explain any gaps within the period being assessed (eg sabbaticals, parental leave, long-term illness, etc  More experienced candidates can summarize early career experience.  **Job title, company, location, dates (from – to) eg:**  Senior Engineer, District Council, Jan 2018 – present  Engineer, Consulting firm, Nov 2012 – Jan 2018] | | |
| **Professional Affiliations**  Eg:   * New Zealand Chartered Professional Engineer (CPEng) * Engineering New Zealand Chartered Member (CMEngNZ) * Transportation Group Member * Water NZ * International water Association | | |

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| **Project Experience**   1. List in descending date order (most recent first) 2. It is important to distinguish what you personally undertook or managed as opposed to work done by others in the department/team. 3. Where your experience comprises numerous small projects, list the projects that challenged you most within these groups and which are representative of the projects that you undertake within that group that you are typically undertook. You must highlight details demonstrating competence in your field and complexity. 4. We only require the last 6 years or the history in the period since last assessment.   Eg:  **[Project Name, Client, Job title, Your employer, location, dates (from – to)]**  50–70 words describing the role and detailing your responsibilities. |
| **We recommend no more than 5 pages for your CV** |