



Kaipara te Oranganui

**KAIPARA  
DISTRICT**

Two Oceans Two Harbours

## Tips for your CV

- Review the advertisement and role description closely and align your skills and experience to those documents.
- Be specific about projects you've worked on and managed and what you have achieved.
- If you have had a leadership role, tell us about it, like the size of the team and what the scope of work was.
- Avoid using too many specialised terms or jargon (particularly if it isn't well known or is specific to only one organisation).
- Spell check. Watch errors and spelling mistakes - these are obvious to someone looking at your CV with fresh eyes, so have a friend or family member review your CV.
- Make sure the dates are clear, and explain any gaps with no work in your CV.
- If you can, include the reasons why you left your previous roles. Was it for career development? End of a fixed term?
- Keep it short!

42 Hokianga Road  
Private Bag 1001,  
Dargaville 0340 Northland,  
New Zealand

p 09 439 3123

p 0800 727 059

f 09 439 6756

e [council@kaipara.govt.nz](mailto:council@kaipara.govt.nz)

[www.kaipara.govt.nz](http://www.kaipara.govt.nz)