***Curriculum Vitae***

**[Name]**

**Contact Information: Ph. XX XX XXX XXX**

**Email.** [email.address@gmail.com](mailto:email.address@gmail.com)

**Nationality: e.g. New Zealand Citizen**

***Summary [Provide a SHORT summary, highlighting your suitability for the role]***

* [Provide a short summary of your skills, achievements & aspirations]

I have recently graduated with a Bachelor’s Degree in Mechanical Engineering, specialising in fluid dynamics and mechanical design. I am very keen to further develop my mechanical design skills and work with senior engineers on large industrial projects, with the ultimate goal of working towards being a chartered professional engineer in the years ahead.

* [Mention something else you achieved at university or recently in your personal life, e.g. sporting or society related to highlight your well rounded personality – ideally something that will stand out and set you apart from other applicants] In addition to my studies at university, I was a member of the engineering society and represented my peers as a committee member of the Students’ Association. I also worked part time at the local gym to help cover my study costs. I have developed good time management skills and regularly manage multiple priorities to meet my commitments.
* [Give a very brief overview of your most recent applicable work experience highlighting key skills and experience gained – tailor this to the job you are applying for] In my summer holidays I worked at the Council Wastewater Treatment Plant assisting mechanical trades staff in maintenance work as well as implementing an asset hierarchy and identification system.

**Employment History**

**2021 University Gym Staff (part time)**

Managing the front desk, website development and updates, coordinating team rosters and general cleaning and administrative functions.

**2019 – 2020 Student Engineer, Council Wastewater Treatment Plant**

Mechanical maintenance work and the development and implementation of a site-wide asset identification system.

**2018 Car Groomer and Office Manager, Rent a Car**

Responsible for all areas of car rental services.

**Other Commitments [List here any relevant groups, clubs or other commitments]**

**2020 Committee member of the Students’ Association**

**2018 – Present Private piano teacher**

[List any personal references you have. This adds credibility. You can also add contact details should the employer wish to contact the referee. Just a short paragraph is enough. Approach teachers, university project leaders, mentors, previous employers, etc. You can suggest writing a short paragraph yourself and then emailing it to them for revision and approval – this then doesn’t take up too much of their time.]

***Personal References***

"Jimmy has a great attitude to his work, he is efficient and detailed. His determination and drive to succeed is matched by his high standard of work. Jimmy works well with people quickly building strong relationships. He is keen to learn and has excelled in his university studies; he is a well rounded, high performing student.”

- [Name and relationship to you]

[Reference #2]

***Education and Qualifications***

**Academic Qualifications:**

**2020** University of XXXXXXX BE (Hons), Bachelor of Mechanical Engineering

**2016** NCEA (Level 3)

**2016** Course Endorsement - Reo Maori 2 Merit at Level 2

**2015** NCEA (Level 2) achieved with Merit

**2014** NCEA (Level 1) achieved with Merit

***Additional Achievements & Interests***

[List any additional achievements e.g. sports teams, scholarships, awards, etc]

**2017** Awarded the Henry Vale Prime Scholarship in Mechanical Engineering

**2016 - present** Member of the Men’s Division 1 Basketball Team

**2015** Participated in the 2015 Young Leaders’ Conference

**2015** Passed Grade 8 (highest grade) Trinity music exam in Piano

[List here your relevant work experience. Note, you have already provided a list of your Employment History earlier; this section is to provide additional detail into your roles and responsibilities, highlighting your capabilities and achievements. It is all very well listing where you have worked in the past, but a potential employer also wants to know what value you added to that role and why they would then want to hire you. Examples below:]

***Work Experience***

**University Gym Staff, Part Time 2021**

Member of the university gym staff, working part time three days a week in the afternoons and evenings. I was responsible for managing the front desk, updating the website, signing up new customers and attending to customer queries. I also managed bookings for trainers and coordinated appointments where appropriate. The role required “keeping things running smoothly”, and therefore I was responsible for cleaning, replacing consumable items (e.g. paper towels, water filters, etc) and minor maintenance.

***Achievements***: Improved the layout of the website to make the landing page more informative with the aim of converting site visits into more memberships.

Regularly updated team rosters and coordinated appointments for trainers.

Took pride in maintaining a clean and professional gym and working environment, going the extra mile to ensure customers and trainers were happy.

**Student Engineer - City Council Wastewater Treatment Plant, 2019 - 2020**

I worked over the summer break as a Student Engineer. My responsibilities in this role included assisting mechanical trades staff in maintenance work, asset installations and decommissioning projects. I also worked with the Process Engineer to implement an asset identification system. This project required the implementation of an asset numbering convention through physical tagging of the assets on site as well as update of site drawings.

***Achievements***: Completion of reactive maintenance tasks on both the primary and secondary stages of the wastewater site.

Decommissioning retired assets under tight time constraints and installing new pumping systems.

Development, documentation and full site implementation of an asset hierarchy numbering convention.

**Rent a Car, 2018**

I worked as a car groomer and office manager responsible for all areas of the car rental service. Within this role I cleaned the cars, managed customer reservations (rental agreements) and completed customer pick-ups and drop-offs. Throughout my time in this position, I developed and improved a range of business skills including client management (working with a range of international customers), time management, people and team skills and commercial awareness.