**John White**

Tel:

Email:

Linked in profile:

**Personal Summary:**

This is your elevator pitch – be authentic so that your opening statement captures the interest of the recruiter, introduce your experience and a brief overview of what you can offer

A highly, technically skilled x with over x years of experience in x environments (these examples could include large scale corporate, not for profit, Retail, finance, hospitality?? ?) My roles have included/covered x, Y ,z (verbs eg in managing, leading, negotiating, developing??) Which means that I can .. explain what the **value** is that you can add??

**Summary of Strengths and Skills:**

A strength is something you are naturally good at; this is identified through feedback and self-insight and should match the requirements of the application. A skill is a statement of how you apply it. See examples below:

**Communication**

* Write large complex reports on weekly quality targets and issues.
* Language skills in Maori and English.
* Able to facilitate workshops to over 300+ attendees

**Relationship building**

* Specific example of value you can add
* Specific example of value you can add

**Leadership**

* Specific example of value you can add
* Specific example of value you can add

**Computer skills**

* Data entry skills in use of production software for recording production targets and output. Knowledge of SAP for recording production data.

**Health & Safety**

* Skilled in implementing and monitoring Health and Safety compliance in the production environment. Trained new operators in the company Health and Safety procedures and standards.

**Employment History:**

Consider the best use of formatting and if this front page space is needed for something more relevant to the application, this list could move to the back of CV.

**Title Role Date from to**

Title  **High Tech Ltd** July 2014 - Sep 2016

Title **ABC Ltd**  Sept 2005 - July 2014

Title 123 Industries May 1994 – Sept 2004

**Details of Recent Employment:**

**Title, Company July 2014- Sept 2016**

Insert a brief description of the company eg High Tech Ltd is a manufacturer and distributor of consumer electronics equipment. It has manufacturing plants in Auckland Wellington and Christchurch.

**Reporting to:**

**Number of direct reports:**

**Responsibilities:**

* **Production** - Experience in a production environment producing computer components for TVs and audio systems.
* C**ommunication** - Communicate with team members and leaders to ensure production target are understood and met.
* **Quality** - Ensure all work meets the set quality standards.
* **Health & Safety** - Provide Health and Safety training to team members.

**Key Achievements:** This should be above and beyond business as usual and be specific, showing where you **add value**

* Set up a quality goals and reward system which created friendly competition to achieve the highest quality outputs. This was recognized by the company in a special annual award for Quality Champion (2015).
* Reduced Health and Safety incidents by 20% in one year (2015) and no major incidents have occurred since.

**Title, Company Sept 2005- July 2014**

Brief Role overview….

**Responsibilities:**

**Key Achievements:**

Repeat for the past 10 years – need to ensure relevant and highlights the key essential and desirable skills the role is asking for

**Education and Qualifications:**

**University name:**

* Degree in…

**ABD certificate in….**

**Leading for success:** internal 10 month programme to provide effective leadership of leaders

**Another:**

**Memberships:**

Health & Safety professionals NZ

Otahuhu Touch Rugby Club – Registered Coach

**Interests and Other Experience:**

Community fund raising support for X organisation

Volunteer – Lifeline: responsibilities include

Touch Rugby