

N A M E

Contact details

P R O F I L E

This is your initial pitch; it will act as a positioning statement and provide the hook for your Resume.

- You can refer to relevant past positions
- Outline what you are looking for in your next position
- And what value and benefit you offer a future employer

A C H I E V E M E N T S

This section allows you to highlight where you have added value.

- It should list your principal achievements in relevant roles
- These will be bullet-pointed concise statements of fact, and should be quantified where possible
- Make sure the achievements listed are linked to the role/s you are applying for

K E Y S K I L L S

For each area of your skill set focus on your key roles and responsibilities

- This information must be relevant to the role you are applying for
- Use a bulleted list to ensure you remain concise and the information is clear and easy to read

P R O F E S S I O N A L E X P E R I E N C E

This section will include your key roles listed in chronological order with the most recent listed first

- Provide a bulleted list of your key responsibilities, keep this concise, clear and easy to read
- This information must be relevant to the role you are applying for
- Do not waste space on minor skills or by repeating facts shown above
- List your achievements under each role, be specific and provide facts and figures (this is what makes you stand out from others who have done a similar job)

Company

Role

Location

Duration in that role (Month/ Year)

Brief about company - who, what...

Territory covered

Products

Key customers/ hospitals

Responsibilities

Successes/ Achievements (awards won, contracts negotiated, % growth, % achieved in comparison to target etc)

Reason for Leaving

For example:

Excellent Medical Company LTD
Product Specialist - Anaesthetics & Critical Care
Christchurch, New Zealand
Nov 2009 - July 2011

Territory: South Island

Products: PICC Lines, CV Lines, Breathing Circuits, Patient Warming, Anaesthetic Consumables.....

Key Clients: IV Nurses, Radiologists, Anaesthetists, Anaesthetic Techs, Theatre Managers, General Surgeons, Procurement.....

Key Hospitals: Nelson, Invercargill Hospital, Timaru Hospital, Christchurch DHB.....

Responsibilities:

- Blah Blah Blah (you can use information from your Job Description in here)
- Sales
- Budget achievement etc

Successes/ Achievements:

- awards won
- contracts negotiated
- % growth
- % achieved in comparison to target etc
- Gaining Cardiac business at XXX hospital for patient warming. Solid achievement due to historical relationship with another supplier

Reason for Leaving: Career progression/ wanted to specialise further

EDUCATION QUALIFICATIONS AND TRAINING

List your formal education history; with your highest qualification listed first.

- Always include tertiary qualifications if applicable
- High School qualifications may lose their relevance over time
- Include soft skills training, where relevant to the role, e.g. sales training, NZHIC or MTANZ Cert

INTERESTS

Keep this brief and to the point. This may help build rapport with your interviewer and show a balanced, healthy lifestyle but you don't want it to look like you are so busy outside of work that don't have time to do your job.

- As your career progresses this should become reduced as you focus more on your experience and expertise
- If you are starting out in your career and you have done something that could be valuable to potential employers include this here

REFEREES

If you are in a position to include your references at this stage than do so, if not put "available on request".