

## Functional CV – Pouhere Ako Māori

A functional CV, unlike a chronological CV, focuses on a candidate's skills rather than on past employment. It begins with the candidate's name, address, telephone number, job objective, skills, education, and finishes with the employment section. You have also the option to include an interests section at the end. The functional CV focuses mainly on skills and accomplishments in special categories.

### Main Heading

- Please put your name, address, telephone number, and e-mail address,

### Objectives

- What is your career objective?

### Skills

Referring to the position description and person specification for this role as a guide, please write a paragraph under each bullet point that gives specific details of your accomplishments in this skill.

- Knowledge of tikanga o te Ao Māori, Ngāi Tahutanga and the principles of Te Tiriti O Waitangi
- Socio-cultural philosophy
- Working collaboratively and successfully within a team
- Communication and influencing others in the complex environment of teaching
- Developing and leading professional learning with adults

### Education

- Include major fields of study, and all degrees, diplomas and certificates that you have received.

### Employment

- List your most recent employment first and then work backward. For each position, include the employer's name, and city, the dates of employment (including months and year), the most important job title, significant duties, activities, accomplishments, and promotions. Be specific when describing your employment achievements.

### Interests

- List any interests that you think are relevant.

### Referees

Please include the name, position title and contact details for 2 **professional** referees.