



Wanpela gaid bilong ol Pacific Engagement Visa apliken:

Krietim CV bilong yu long job maket bilong Australia

✓ Bilong wanem CV bilong yu em i impoten

CV bilong yu em i namba wan sans bilong employa long lainim sampela samting long yu. Wanpela strongpela CV:

- em i givim gutpela nambawan piksa long yu i husat
- em i soim hau ol skil bilong yu i metsim wok
- em i helpim ol employa long lukim olsem yu serim wankain velu olsem ol.

Ol employa bai invaitim yu long wanpela intaviu taim CV bilong yu i metsim ol ki wod insait long job aplikesen na i soim olsem yu gat ol seim velu olsem ol employa.

📅 Step 1: Putim ol pesenel infomesen bilong yu

Putim:

- fes na las nem bilong yu
- imeil adres bilong yu
- fon namba bilong yu (wantaim kantri koud)
- siti na kantri (sapos yu gat, yu ken putim adres bilong yu long Australia).

Opsenel: Sapos yu laik, yu ken putim wanpela profesenel foto bilong yu. Wanpela profesenel foto em i wanpela klia, hai kwaliti imij bilong yu, we yu bin kisim long gutpela lait, na yu bin gat profesenel dressing.

No ken putim ol narapela infomesen kain olsem balot registresen namba bilong yu, apliken ID, o paspot namba bilong yu. Yu mas no ken putim hait, weit, krismas, jenda o lotu bilong yu.

🔄 Step 2: Kamapim wanpela strongpela wok objektiv

Ol employa i save rispon gut long ol CV we i gat wanpela minigul wok objektiv na i bilong mekim wanpela wok. Wanpela wok objektiv em i wanpela sotpela toktok long stat bilong CV we i eksplenim wok gol bilong yu na i soim hau em i metsim wok we yu wok long aplai long en. Dispela em i sans bilong yu long:

- eksplenim situesen bilong yu olsem wanpela PEV apliken
- soim hau ol skil bilong yu i go gut wantaim dispela wok
- Demonstretim hau yu fit long dispela wok, wantaim wanpela wok gol we i soi mol misen o velu bilong employa.

☰ Step 3: Raitim daun wok histori bilong yu

Listim ol wok bilong yu bihainim oda we ol i bin kamap, stat wantaim wok bilong yu long nau o wok yu bin mekim sotpela taim i go pinis, na putim olupela wok bilong yu las.

Sapos yu bin wok long ol narapela narapela indastri, krietim wanpela CV bilong wanwan indastri.

Eksampel, yu ken gat wanpela CV we i fokus long eksperiens bilong yu long sait bilong menufeksaring, na narapela we i soim eksperiens bilong yu long akaunting. Insait long dispela eksampel, em i impoten long yusim dispela CV we i metsim gut wok we yu wok long aplai long en.





Step 4: Hailitim ol ekspiriens, skil na kwalifikesen bilong yu

Aninit long wok ekspiriens bilong yu, yu ken listim ol ki skil na kwalifikesen bilong yu.

Long ol kwalifikesen, sekim na lukim olsem yu gat:

- ol deit we yu pinisim ol kwalifikesen (o narapela deit sapos yu wok long mekim wok yet)
- nem bilong skul, koles, o yunivesiti
- nem bilong kwalifikesen.



Step 5: Edim ol karekta referens

Ol employa long Australia i save mekim karekta referens sek long konfemim sapos yu fit long wanpela wok. Planti taim ol CV i save gut tupela referens long pinis bilong CV, wantaim ol dispela infomesen:

- ful nem
- job taitel
- Rilesensip (eksampel, ol i bin wanpela tim meit o meneja long yu)
- Kampani
- imeil adres bilong yu
- fon namba.

Ol referens sek em ol i save mekim onlain taim ol i yusim ol kwestenea, na sampela taim ol i yusim ol fon.



Wanem samting em i wanpela kava leta?

Wanpela kava leta em i pesenel introdaksen bilong yu i go long wanpela employa. Ol i raitim long wanpela wok we yu long aplai long en na em bai enkarejim employa long ritim CV bilong yu.

Kava let bilong yu i mas:

Introdusin yu yet na eksplenim wai yu interes long dispela wok

hailaitim ol kwalifikesen, ekspiriens billong yu na ol samting we yu gutpela long en na i metsim dispela wok

soim olsem yu rait man long bisnis bilong employa

demonstretim komyunikesen skil bilong yu taim yu rait.

Ol nambawan gutpela tingting:

kipim em sot: 2-3 paragraf em i inap

Mekim wanwan kava leta I go gut long wanpela wok na employa (no ken salim seim leta i go long olgeta kampani)

olgeta taim sekim spelling, grama, na fomenting – taim yu sekim gut, dispela bai givim wanpela gutpela impresen o tingting.



Painimaut moa long PEV Employemen Sapot Sevis long pev.gov.au

Long websait bilong mipela, yu ken lukim ol moa risos, wantaim ol infomesen pepa na ol CV templet. Yu ken sain ap tu long ol Employemen Infomesen Sesen long lainim moa long hau long painim wanpela wok insait long Australia.

Ol gutpela tingting long sait bilong rikwes long wanpela karekta referens:

Askim sapos wok bilong yu long bipo i laik long stap olsem referens bilong yu pastaim na bihain yu ken putim nem bilong ol

tok save long ol referi bilong yu long wanem ol wok yu wok long aplai long en

tok save long ol olsem ol employa i ken kontektim ol

Askim employa we yu laik wok long en sapos ol i gat wanpela ted-pati sevis long givim ol kwestenea. Sampela tai mol imeil we I askim long referens sek I ken go long spem folda.



PEV resume template

PEV applicants can use the following template when creating resumes.



Instructions for use:

- Copy and paste the right column text into a text-editable program (e.g. Microsoft Word, Google Docs)
- Do not copy the blue instruction text in the left column
- Replace the text in [orange brackets] with your own information.

INSTRUCTIONS

TEXT TO COPY

Career objective

Give a short summary of the kind of work that you have done, and the work you would like to do. Your summary should include 2-3 skills. Add your availability, for example: my availability will depend on the timing of my visa being processed. Once finalised, I will be available to start within one or two months. You can also add the below information regarding your status as a PEV applicant.

Employment history

List all the jobs or voluntary work you have done, including work experience, or the jobs that are relevant to the organisations you are applying to work for. Use the below format as a guide and replace all dates, organisations and duties with your own.

Example:

August 2023 – September 2024
Workpac Australia
Construction site safety
Forklift operation
Use of power tools

Education

Include a list of your most recent qualifications you have, and end with the last year of school that you completed.

Example:

1990
Bachelor of Arts – Major in Social Work
Tonga National University

Contact details

Home number: [(Country code) Phone number]
Mobile number: [(Country code) Phone number]
Email address: [Your main email address]
Postal address: [Your address at home]

Career objective

I have been selected by the Australian Government to apply for the Pacific Engagement Visa (PEV), which is a Permanent Residence visa to live and work in Australia. The PEV is not an employer-sponsored visa.

More information can be found here: www.pev.gov.au. The Pacific Engagement Visa Employment Support Service can be contacted at employment@pevsupport.com.au

Employment history

[Month year – Month year]
[Name of the organisation]
[Task or skill]
[Task or skill]

[Month year – Month year]
[Name of the organisation]
[Task or skill]
[Task or skill]

[Month year – Month year]
[Name of the organisation]
[Task or skill]
[Task or skill]

Education

[Year you completed school or qualification]
[Name of degree, qualification or course]
[Name of school or institution]

[Year you completed school or qualification]
[Name of degree, qualification or course]
[Name of school or institution]

[Year you completed school or qualification]
[Name of degree, qualification or course]
[Name of school or institution]



INSTRUCTIONS

Relevant skills

List the most important skills gained from your paid or volunteer work that relate to the skills needed for the job you are applying for.

Achievements

Include the title and date for awards you may have achieved, from work or school.

Personal interests

Pick activities that show your skills and that might be relevant to your new job. For example, sporting clubs such as rugby, or hobbies such as baking or volunteering within your community.

References

Include character references for two or three people you have recently worked for, either in paid or volunteer work, or previous teachers.

TEXT TO COPY

Relevant skills

[Skill]
[Skill]
[Skill]
[Skill]

Achievements

[Achievement]
[Achievement]
[Achievement]
[Achievement]

Personal interests

[Activity]
[Activity]
[Activity]
[Activity]

References

Full name: [Firstname Surname]
Position: [Position title]
Organisation: [Name of the company (or organisation, educational institution, school or college)]
Work: [(Country code) Phone number]
Mobile: [(Country code) Phone number]
Email address: [name@serviceprovider.country domain code]

Full name: [Firstname Surname]
Position: [Position title]
Organisation: [Name of the company (or organisation, educational institution, school or college)]
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