



Ko e fakahinohino ma'ae kau 'apalai ki he Pacific Engagement Visa:

Fa'u ho'o lesiame (resume) ki he maketi ngaue 'i 'Aositelelia

✓ Ko e ha 'oku mahu'inga ai 'a e lesiame

Ko ho'o lesiame 'oku meimei ko e fuofua faingamalie ia ki he ngaue'anga ke nau 'ilo ai ha me'a fekau'aki mo koe. Ko ha lesiame pauni mamafa:

- 'oku ne tohoaki ha 'uluaki 'ata lelei 'o'ou
- 'oku ne fakahaa'i 'oku ke ma'u 'a e ngaahi taukei ngaue fe'unga
- 'oku lava 'a e kau pulengaue 'o pau'ia 'oku fetaulaki ho'omo mahu'inga 'ia.

'E ala loto leva 'a e Ngaue'anga ke fakaafe'i koe ke 'initaviu 'o ka 'oku hohoamalie 'a ho'o lesiame mo e ngaahi tefito'i fiema'u 'o e ngaue 'oku ke kole ngaue ki ai pea pehe foki ki ha mahino 'oku fetaulaki 'a ho'omo mamahi'i ngaue.



Sitepu 1 Fakakau 'a ho ngaahi fakaikiiki faka-e-koe

Fakahu 'a ho:

- hingoa 'uluaki mo ho hingoa fakafamili
- tu'asila 'imeili
- fika telefoni (mo e kouti 'o ho fonua)
- kolo mo e fonua (kapau 'oku ma'u, te ke lava ke fakakau ai ho tu'asila 'i 'Aositelelia)

Fili tau'ataaina: Kapau te ke loto ki ai, te ke lava pe ke fakakau mai hao la'i 'ata fakapalofesinolo. Ko ha la'i 'ata fakapalofesinolo, ko ha la'i 'ata 'oku ma'a, 'ata lelei- 'aupito ho 'imisi. maama fe'unga, pea ke teunga lelei faka'apa'apa.

'Oku 'ikai ke poupou'i ke toe 'asi ai ha toe me'a kehe, hange ko ho fika lesisita lulu, ID 'o ho'o 'apalai, pe ko ho'o fika paasipooti. 'Oua foki na'a ke fakakau mai ai ho fua ma'olunga, fua mamafa, ta'u motu'a, tangata pe fefine pe ko ho'o tui fakalotu.





Sitepu 2: Fa'u ha'o taumu'a ngaue mahu'inga

'E tokangaekinga 'aupito 'e he ngaahi ngaue'anga 'a e lesiume ko ia 'oku fetaulaki mo hoamalie mo e taumu'a ngaue. Ko e taumu'a ngaue ko ha ki'i fakamatala nounou pe 'i he kamata'anga 'o ha lesiume 'a ia 'oku ne ki'i fakamatala'i 'a ho'o taumu'a ngaue pea ha mahino foki 'oku fenapasi mo e ngaue koia 'oku ke kole ki ai. Ko ho faingamalie 'eni ke:

- fakamatala'i ho tukunga ko ha tokotaha 'apalai PEV
- fakahaa'i 'a e fetaulaki 'a ho'o ngaahi taukei ngaue mo e lakanga
- faka'ali'ali 'oku ke tuha pe fe'unga ki he lakanga, mo ha taumu'a ngaue 'a ia 'oku ne faka'ata kitu'a 'a e misiona pe ngaahi mo'oni'i me'a 'oku mamahi'i 'e he ngaue'anga.



Sitepu 3: Hiki kakato ho hisitolia ngaue

Lisi 'a e ngaahi ngaue ne ke 'osi fai 'o hokohoko lelei, kamata pe mei ho'o ngaue lolotonga pemfakamuimui taha, pea hokohoko atu ki he ngaahi ngaue ne ke fai he kuo hili.

Kapau ne ke 'osi ngaue 'i ha ngaahi ngaue'anga kehekehe, hanga 'o fa'u ha'o lesiume ki he ngaue'anga takitaha.

Fakatataa, mahalo pe 'oku ke ma'u ha lesiume ki ho'o ngaue ne fai 'i ha ngaue'anga fa'ume'a, pea mo ha taha 'oku ne fakahaa'i 'a ho'o taukei ngaue faka'akauniteni. 'I ne fakatataa ko 'eni, 'oku mahu'inga 'aupito ke ke ngaue'aki 'a e lesiume ko ia 'oku fe'unga lelei taha mo e ngaue ko 'eni 'oku ke lolotonga 'apalai ki ai.



Sitepu 4: Hailaiti ho'o ngaahi taukei, poto'i ngaue & ngaahi tohi fakamo'oni ako

'I lalo 'i ho'o ngaahi taukei ngaue, hanga 'o lisi mai 'a e ngaahi tefito'i poto'i ngaue pea mo ho'o ngaahi fakamo'oni ako.

Ki ho'o ngaahi tohi fakamo'oni ako, fakapapau'i 'oku ke fakakau mai 'a e:

- 'aho ne lava'i ai (pe ko e 'aho 'oku mahu'inga felave'i, kapau 'oku lolotonga fai)
- hingoa 'o e ako'anga, kolisi, pe 'univesiti
- Hingoa 'o e tohi fakamo'oni ako.



Sitepu 5: Tanaki ha'o kau fakaongoongo lelei 'ulungaanga

'Oku fai 'e he ngaahi ngaue'anga 'i 'Aositelelia 'a hono vakai'i 'o e ngaahi tohi fakaongoongo lelei ke fakapapau'i 'oku ke fe'unga ki he lakanga. 'Oku anga maheni 'aki 'a e fiema'u 'o ha toko ua ke fakakau mai 'i he faka'osi ko ia 'o ho'o lesiume, 'o 'omi 'a e ngaahi fakaikiiki ko 'eni:

- hingoa kakato
- hono lakanga ngaue
- ho'omo felave'i (fakatataa, ne mo kaunga ngaue pe ko ha pulengaue ia kiate koe)
- Kautaha
- tu'asila 'imeili
- fika telefoni.

Ko e ngaahi vakai'i ko ia 'o ho'o kau fakaongoongo lelei 'oku fa'a fai pe 'i ha ngaahi fehu'i mo e tali 'onilaine, pe 'i he taimi 'e ni'ihai fai telefoni.



Tokoni ki he kole ko ia 'o ha fakaongoongo lelei:

'eke pe 'e loto 'a e ngaue'anga ne ke ngaue ai pe te ne loto ke ne fakaongoongo lelei'i koe kimu'a pea ke toki fakakau kinautolu

tala ki ho'o tokotaha fakaongoongo lelei ke he 'ilo'i 'a e ngaue 'oku ke kole ki ai

fakahoko kiate kinautolu ke nau 'ilo pe mahalo 'e fetu'utaki atu e ngaue'anga kiate kinautolu

'Eke ki he ngaue'anga 'oku ke 'amanaki kole ngaue ki ai pe 'oku nau ngaue'aki nai 'a e sevesi te nau ngaue'aki 'a e ngaahi fehu'i mo e tali. Taimi 'e ni'ihi ko e ngaahi 'imeili ko ia ki ha vakai'i 'o e fakaongoongo lelei 'oku fa'a 'alu ia ki he tafa'aki 'o e veve.

Ko e ha 'a e Tohi Fakafe'iloaki?

Ko e tohi fakafe'iloaki ko ho'o fakafe'iloaki faka-e-koe ia ki ha ngaue'anga. 'Oku fa'u ia fakatatau ki he ngaue'anga ko ia 'oku ke 'apalai ki ai pea totonu ke ne hanga 'o tohoaki 'a e tokanga 'a e pulengaue ke ne lau 'a ho'o lesiume.

Ko ho'o tohi fakafe'iloaki 'oku totonu ke:

fakafe'iloaki atu koe pea fakamatala'i 'a e 'uhinga 'o ho'o manako pe fili ki he ngaue ko 'eni

fakamamafa'i 'a ho'o ngaahi fakamo'oni ako kuo lava, ho'o taukei ngaue, ho malohinga 'a ia 'oku ke fe'unga ai ki he lakanga

faka'ali'ali 'a e 'uhinga ko koe pe 'a e tokotaha fe'unga taha ki he pisinisi ko 'eni 'a e ngaue'anga

faka'ali'ali foki 'a ho'o potopoto'i 'i he fetu'utaki tohi.

Tokoni mahu'inga:

tauhi pe ke nounou: palakalafi 'e 2-3 'osi fe'unga

fatu e tohi fakafe'iloaki takitaha ki he ngaue mo e ngaue'anga (vakai na'a ke 'ave pe 'a e tohi tataui ki he ngaahi kautaha kotoa)

vakai'i ma'u pe 'a e sipelingi, kalama pea mo e fokotu'utu'u 'o ho'o tohi - ko e vakai'i lelei 'e pau 'aupito te ne faka'ata lelei ma'au.



Ma'u ha toe ngaahi fakamatala lahi ange ki he PEV Employment Support Service 'i he pev.gov.au

'I he 'emau uepisaiti, te ke lava ke toe fekumi ki ha toe ngaahi tefito'i fakamatala, 'o hange ko ha ngaahi tohi fakamatala ngaue'anga. Te ke lava foki 'o fakamo'oni hingoa ki ha fakamatala ngaue ke ke 'ilo ki ha toe ngaahi founa 'o e kumi ngaue 'i 'Aositelelia.

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

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

TEXT TO COPY

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

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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.

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]
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