**Name**

Address

Contact phone numbers including country code

Email (make a hyperlink)

LinkedIn (make a hyperlink)

Feel free to include a professional looking photo

**Brief Professional Summary**

A brief summary detailing your career, capabilities and qualifications at the top of your resume. When writing a resume summary statement, be sure to include information on how you can add value to the business. As a rule, three or four sentences is adequate. What are your ambitions? What are your key skills? Are there any courses you are undertaking or plan to in the future?

**Education / Qualifications**

**Qualification:** University/Institute, Year of qualification

Bachelor/Diploma/Certificate

(repeat as needed)

**Computer Skills:** List software packages including your skill level and any specialist dental apps/tools

**Employment History** (in chronological order starting with the most recent)

**Practice name, job title, location**

**Date from - to date finished (month and year)**

**Key Functions of role:**

* Use bullet points and keywords that are relevant to your job
* Provide a list of all your responsibilities
* Provide list of treatments you provided (general, cosmetic, emergency, orthodontics, etc)
* Advise type of patients seen and the average number of patients see in a day
* List a maximum of 10 responsibilities
* List how many staff you managed, if any
* Better to have too much than not enough
* Even things you think may not be important may get you an interview

(Now repeat this for every major role you have had in your career covering the **past 10 years maximum**.)

Any additional roles prior to this can be summarised in a list

* Practice name, job title, dates
* Practice name, job title, dates

**Achievements (optional)**

* Awards won
* Highlights of the role
* Targets achieved
* New value-added systems/improvements implemented

**Affiliations and Memberships**

**Interests / Community work/Languages spoken (optional)**

# Referees

We request at least two referees that have worked with you in the past few years and can speak about your clinical and people skills. They can be dental professionals who have been in a supervisory role or colleagues that can comment of your skill level. You will need to provide us with a name, email and phone number so that we can contact them and ask for a reference check.

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Remember to keep your resume to a maximum of 1- 2 pages. The information you provide should be relevant to the position you’re applying for.

Send your resume, along with a cover letter/email outlining what type of position you’re looking for, preferred locations, some background to give your resume context.

If you are an overseas clinician, then it’s a good idea to advise us of your plans on duration. Is this a working holiday or are you looking to stay in NZ longer term? Do you already have a work visa or do you need a job offer to support your visa application? Do you have your Dental Council NZ registration?

We look forward to working with you to find the ‘right fit’ for you.