

Finding a job

Going into a new job is exciting. It can also be a little scary, so the more preparation you can do, the more exciting it will become.

Work through this action plan. It will help you take the right steps and keep you on track.

1. What job or industry do you want to get into?

Write the job or industry here:

TIP Ask yourself: What are my skills? What do I like doing? What do I want to be?

2. Write or update your CV

Prepare the following information for your CV:

- A list of your skills and interests
- Summary of NCEA results
- Summary of part-time work experience
- Names of two referees and their contact details

TIP

Visit www.careers.govt.nz to find CV tips, and cover letter and CV templates.

Try out CV4Me – an online CV creator.

3. Search for suitable jobs

Start looking for job opportunities:

- Contact employers directly
- Talk to your ITO regional coordinator
- Read local newspapers
- Ask family and friends
- Sign up for email updates on job websites

TIP

It pays to ask around for a job.

Many jobs are not advertised and people find out about them through friends and family.

4. Keep a record of jobs you apply for

Write down the job title, the name and number of the contact person, the date you contacted them, and the outcome.

Job title	Contact name	Phone no	Result

HINT

It is important to include a cover letter with your CV whenever you apply for a job. Each letter should be specific to the job you are applying for. Get someone else to check over your letter for you.

Use our cover letter template at www.careers.govt.nz