

Job Hunters' Workbook

Practical tips and activities to get
you into employment

FOURTH EDITION



**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua



tahatū
Career Navigator

Kia ora and welcome to the Job Hunters' Workbook.

Losing your job, changing job or returning to the workforce can be a time of change, uncertainty and stress. It's also an opportunity.

We're here to help you get through, with practical advice and activities that will help you figure out your next steps and how to get there.

We'll cover what skills employers are looking for and give you our latest information on writing a CV, applying for jobs and interviews.

About the Tertiary Education Commission Te Amorangi Matauranga Mātua

We provide tools and information to support people of all ages to make decisions about their career and education throughout their life.

We invest in and support the tertiary and careers system to ensure New Zealanders are equipped with the knowledge and skills they need for lifelong success.

tec.govt.nz

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Planning your next steps

Job hunting can be stressful. Taking action can help you feel in control of the situation, and reduce your stress.

To take action you need to focus on three areas of career management.

1

Know yourself

Explore your values, interests, skills and passions. Take stock. Where have you been so far, and what do you want to do next? Perhaps you want to find similar work to your last job, move into a new career, change industry, retrain, upskill or find a new job. Work out your skills and achievements and their value in the current job market.

2

Explore opportunities

Investigate jobs in demand right now and how your skills can match these jobs. Consider retraining for a new career. Find out how to network. Make connections with employers and people in your personal and professional networks.

3

Decide and act

Decide on your goals and action steps. Work on your CV and set up online job profiles. Clean up your social media and LinkedIn profile – make sure it looks professional. Apply for jobs or training. Learn interview skills and practise answering interview questions.

Take stock

This is a chance to think about where you are in your life and make some decisions about your next steps.

What's important to you? What gives you a sense of purpose?

How do you see the next stage in your life? Where do you see yourself in a year or five years?

Is there anything you've wanted to do for a long time?

What are the constraints?

What are the opportunities?

Consider:

- your age
- the level of your current skills
- your financial situation – whether you can afford some time off work, or need to find an interim job
- your work and life experience
- how much experience you have writing CVs and applying for jobs
- how confident you feel about applying for jobs
- your support people.



Find out more about career planning:

tahatu.govt.nz/get-inspired/discovering-who-you-are/how-to-find-your-career-path

Maintain your wellbeing

Make sure you take care of your health and wellbeing.

It's important to pay attention to your wellbeing when you're job hunting.

Some things to remember:

- Eat healthy foods.
- Do some exercise you enjoy.
- Get enough sleep.
- Make sure you have a daily routine, then stop and relax at the end of the day.
- Keep in touch with friends and family – spend time with people who support you and help you feel positive.
- Do things that build your confidence and make you feel good.
- Consider joining a club or taking a class in something that interests you.
- Don't spend too much time looking at social media.
- Be aware of your self-talk – try to stay positive.

This can be a stressful time, but it's also a time of possibilities. Reframe it as an opportunity to get to know yourself, decide what you really want and try something new.

If you do find yourself getting anxious or stressed, there are lots of helpful resources available.

Get support if you need it

It's normal to feel stressed when you're looking for a job. Talk to family and friends, or get advice from agencies such as those listed below.

Sort your money

Financial support and advice is available, for example, budgeting advice.

- Work and Income: **workandincome.govt.nz** | **0800 559 009**
- MoneyTalks: **moneytalks.co.nz** | **0800 345 123**
- Sorted: **sorted.org.nz**

Wellbeing resources

- Anxiety NZ Trust: **anxiety.org.nz** | **0800 269 438**
- Youthline: **youthline.co.nz** | **0800 376 633**
- All Right?: **allright.org.nz**
- Just a Thought: **justathought.co.nz**
- Small Steps: **smallsteps.org.nz**
- Beating the Blues: **beatingtheblues.co.nz**
- Depression.org.nz: **depression.org.nz**



Need to talk?

1737 is a free service for New Zealanders feeling down, anxious, a bit overwhelmed or who just need to chat to someone. **You can call or text for free 24/7.**

Preparing for your job search

To be successful at finding work you need to try a range of activities.

Personal brand

How do I describe myself?

- Your personal brand is the unique set of skills, knowledge, values and experience you can offer employers.
- Express your personal brand consistently across all areas – your CV, LinkedIn and in person. Make sure they all tell the same story.

+

Exploring opportunities

What opportunities are there?

- Check job vacancy websites to see what jobs are in demand.
- Research job vacancies and companies that best match your previous jobs and experience.
- Talk to people within your personal and professional networks to learn more about your industry and possible job openings. Explore options within other industries too.
- Explore new career ideas and upskilling or retraining options.

+

Online communication

What is my online presence?

- Sign up to job vacancy websites.
- Create a LinkedIn profile.
- Make a digital CV and cover letter tailored to each job application.
- Complete online application forms well.

+

Preparation and presentation

How do I come across?

- You could bump into a potential employer at any time, so make sure you look the part and act professionally.
- Be prepared to put yourself out there. Be confident.
- Make conversation and communicate clearly in interviews.

=

Finding work

Introducing Shane Taumata



Personal brand

- Experience as a restaurant manager for 16 years.
- Skills in line management, stock control, cooking, buying, budgeting, retail, quality control, customer service, motivation, leading, stress management, problem solving, strategic planning, attention to detail.

Exploring opportunities

- Has talked to friends working in hospitality to learn about the skills that are in demand, industry trends and if they know of any jobs that are available.
- Has read through jobs ads to find out if he has the skills and experience that his industry needs. He's not worried if he doesn't have 100% of the skills.
- Has registered with a recruitment agency, attends job webinars and workshops and job hunting expos.
- Has started to explore opportunities through Seek and Trade Me Jobs.

Online communication

- Has googled himself and adjusted his privacy settings on some of his social media accounts.
- Has adjusted his CV and cover letter to suit different employers.
- Knows how to fill in a job application form and gets it checked by friends.
- Knows how to write a cover letter email.
- Has checked out LinkedIn profiles; knows how to use LinkedIn.
- Has created online job hunting profiles on hospitality job boards and a LinkedIn account.

Preparation and presentation

- Has investigated Work and Income help for interview clothing costs.
- Has a clean and tidy interview outfit.
- Understands how to organise and do an informational interview.
- Understands interview questions – has read **tahatu.govt.nz** information.
- Has read articles on remote job interviews on **tahatu.govt.nz**.
- Keeps sending in applications – not just one at a time.
- Doesn't get disheartened when rejected or hasn't heard back – keeps going.

1

Know yourself



Introduction

Explore who you are and what you have to offer employers.

You'll understand your skills and achievements and the unique value you have in the workplace.

Who are you?

Explore your values, interests and what's important to you so you can figure out what you want to do next.

Get to know your skills and achievements. Skills come from your work and life experience and form part of your personal brand.

It's essential to understand your skills so you can transfer these to a new job.

Explore your values, skills and interests

tahatu.govt.nz/get-inspired/discovering-who-you-are/how-to-find-your-career-path

Check out:

- 'What do I value in my work' worksheet
- 'Figure out your skills' worksheet
- The Interest quiz.

We develop skills through work and life

If you know your skills, it's easier to describe them to employers and show them you're the right person for the job.

Skills gained from paid work, non-paid work and volunteering



Meghan

Meghan worked in retail for 5 years before she left paid work to become a full-time parent and raise three children. Now the youngest is in school she wants to find some part-time work.

While she's worried she doesn't have any recent work experience, she has experience from being both a parent and a volunteer that she can include on her CV.

Experience	Activities/Tasks	Skills she has developed
Retail work – 5 years	<ul style="list-style-type: none">Served customers working in a team of 3.Opened and closed store when required.	<ul style="list-style-type: none">Strong people skills – communication, interpersonal skills, conflict management.Teamwork.Basic computer skills.Responsible.Strong work ethic.Problem solving.
Parent – 7 years	<ul style="list-style-type: none">Currently raising 3 children.	<ul style="list-style-type: none">Strong people skills – communication, empathy, conflict management.Adaptable, resilient and patient.Time management skills.Problem solving.Budgeting.Full driver licence.
Volunteer, Playcentre – 4 years	<ul style="list-style-type: none">Supported teachers and worked with children.Committee secretary for 2 years.Completed an NCEA education programme on parenting skills and child development.Completed a first aid course.	<ul style="list-style-type: none">Strong people skills – communication, interpersonal skills, empathy, conflict management.Teamwork.Organisational skills.Writing skills.Computer skills especially Word.Attention to detail.First aid.



Hēmi

The food factory that Hēmi has worked at for 15 years was shut down and he was made redundant.

Alongside work, he has been actively involved in his local marae and local waka ama group.

He has a wide range of skills from work and his personal life which he can use when he applies for jobs.

Experience	Activities/Tasks	Skills he has developed
Food factory – 15 years	<ul style="list-style-type: none"> Measured, mixed and cooked ingredients using specialised machinery and equipment. Undertook quality control and cleaning. Worked shifts within a team. Did training as required, eg, in food safety, health and safety, quality assurance, machinery operation and maintenance, staff management and first aid. Moved from being a factory worker to a supervisor. 	<ul style="list-style-type: none"> Reliable with a strong work ethic. Communication and interpersonal skills. Staff training and management. Teamwork. Physical fitness. Attention to detail. Analysis and problem solving. Record keeping and numerical skills. Quality assurance. Health and safety. First aid. Specialist machinery skills. Full driver licence.
Volunteer at local marae – 10 years	<ul style="list-style-type: none"> Worked in a team to do repairs and maintenance like replacing rotting timber, fixing leaks, painting and building a ramp. 	<ul style="list-style-type: none"> Basic carpentry, plumbing, painting and concreting skills. Use of tools. Teamwork. Attention to detail.
Waka ama mentor and volunteer – 6 years	<ul style="list-style-type: none"> Used to be part of a waka ama team and is now mentoring rangatahi in waka ama. Volunteers each year at the secondary school championships. 	<ul style="list-style-type: none"> Reliable. Communication and interpersonal skills. Coaching and motivation. Teamwork. Analysis and problem solving. Organisational.
Support to whānau – 2 years	<ul style="list-style-type: none"> Supports his father who has had a stroke, alongside other whānau, to live at home. Advocates for his father in the health system. 	<ul style="list-style-type: none"> Empathic, resilient and patient. Listening, communication and interpersonal skills. Mediation and negotiation. Problem solving. Teamwork.



Maia

Maia recently graduated with a Diploma in Business. While studying, she worked part-time at a fast-food chain as a team member and was promoted to a team leader position 6 months ago. Her goal is to get a role in administration or business support. Maia is an active member of her local community and church. She's lived in her town for over 7 years and has strong local networks.

Experience	Activities/Tasks	Skills she has developed
Hospitality – 4 years (part time)	<ul style="list-style-type: none"> Team leader – trained staff, delegated tasks. Customer service including barista. Cleaned and cleared tables. 	<ul style="list-style-type: none"> Coordination. Problem solving. Leading and supporting staff. Conflict resolution. People and interpersonal skills. Time management and the ability to prioritise work. Attention to detail. Adaptability.
Diploma in Business – 2 years (part time)	<ul style="list-style-type: none"> Attended classes, completed assignments. Participated in group projects. Researched and wrote information on a range of business-related topics. Balanced study, work and community work. 	<ul style="list-style-type: none"> Time management. Self-management. Computer skills including using Word and Excel. Research skills. Collaboration. Critical thinking – analysing a range of topics. Written communication. Resilience.
Community work, church youth leader – 4 years	<ul style="list-style-type: none"> Worked in a team organising fundraising events. Ran youth programmes at church. Concerts, games and leadership programmes. 	<ul style="list-style-type: none"> Planning, administration and logistic skills. Communicating with range of different people. Problem solving and teamwork. Creativity. Public speaking.
Netball coach to 9 to 10 year olds – 2 years Netball player 10 years	<ul style="list-style-type: none"> Planned practices, trained kids, liaised with parents. Led warmups and drills. Attended practices and fitness training. Supported team fundraising activities. 	<ul style="list-style-type: none"> Reliable. Teamwork. Planning, co-ordinating. Communication. Physical skills. Leading through example. Conflict resolution. Empathetic, coaching and motivation.
Carer, babysitter for younger siblings – 3 years	<ul style="list-style-type: none"> Prepared dinner. Supervised for health and safety. Helped with homework. 	<ul style="list-style-type: none"> Responsible and reliable. Empathetic, resilient and patient. Communication and support.

Examples of skills

Here are some skills you may have. You can list your other skills at the bottom of the table.

Skill	Description	I have this skill
Analysing	Investigate and evaluate data and systems.	
Building and assembling things	Manufacture, assemble, make and construct things.	
Caring for people	Help people with daily tasks and activities.	
Communication	Listen, ask questions and share ideas with people.	
Computing	Use programs and software to create and process information and data.	
Creative	Use imagination and original ideas to create something.	
Customer service	Help and serve customers.	
Managing information	Record, combine, classify or input data.	
Manage money	Calculate and budget finances.	
Organising	Arrange and coordinate people, resources and schedules.	
Positive attitude	Thinking in an optimistic and friendly way.	
Problem solving	View problems in different ways and explore possible solutions.	
Resilience	Adapting to new, changing or challenging situations.	
Self-management	Be committed, responsible and prepared for your tasks.	
Teamwork	Work well with different people to complete tasks and achieve goals.	
Willingness to learn	Being curious and open to learning new skills.	
Other		



Check out: The 'Figure out your skills' worksheet to see a bigger list of skills.

tahatu.govt.nz/get-inspired/discovering-who-you-are/know-your-skills

Discover your skills

Talk to whānau and friends to help you identify the skills you have used or developed through your paid and non-paid jobs, hobbies, volunteer and community work. This will help you when you're writing your CV and cover letter.

	My paid or unpaid jobs, interests, hobbies, volunteer and community work	My main tasks and responsibilities	Skills I used, developed or learnt
Jobs (paid and non-paid)	Example: Worked in a café for a year.	Took orders, served food and cleared tables.	Communication and teamwork skills.
Interests and hobbies	Example: Member of a Toastmasters club for 2 years.	Attended, organised and chaired meetings.	Presentation and speaking skills.

	My paid or unpaid jobs, interests, hobbies, volunteer and community work	My main tasks and responsibilities	Skills I used, developed or learnt
Volunteer work	Example: Coached a rangatahi netball team for 1 season.	Organised practices, communicated with the school and parents.	Communication, motivating, teaching and organising skills.
Support to whānau or your community	Example: Worked on a marae committee for 4 years.	Attended meetings for restoration of marae and taonga.	Problem solving, organising, networking and relationship building skills.

Skill statements

Writing a skill statement can help you identify your skills and where and how you have used them. It can also help you show others your skills, how you've used them and what you've achieved.

A skill statement is an important part of your CV.

Skill statements should:

- be relevant to the job you're applying for
- be based on past experience and accomplishments
- show the result of your actions
- provide evidence that you have the skills for the role.

A strong skill statement makes you stand out from the crowd.

Your skill statement should be specific and detailed, and include the outcome of your actions. Use positive, specific language and action verbs.

To make your skill statement relevant to the job you're applying for:

1. Choose a skill mentioned in the job advertisement.
2. Brainstorm examples of where you have used this skill.
3. Write a skill statement that is relevant to the ad and makes you stand out as the perfect candidate.

Example skill statement

1

Skill required in job advertisement

Expresses opinions, concepts and information in an uncomplicated manner, using a variety of communication styles to suit the audience.

2

Examples

Brainstorm where and how you've used this skill.

- Worked in customer service, handling phone and face-to-face enquiries, explaining banking application processes. Some clients had literacy issues and others did not have much English.
- Listened very carefully to their enquiries.
- Built rapport with customers – made them feel at ease.
- Adapted communication style to suit clients. Explained in plain English.

3

Skill statement

Explained financial information to customers in a straightforward way, using plain English and adapting communication style to suit client. This enabled customers to make well-informed decisions, and increased customer satisfaction.

1

Skill

Name one of your key skills.

2

Example

Brainstorm where and how you have used this skill.

3

Skill statement

Write a statement explaining how you have used the skill and what the result was.

Examples of your achievements

Achievements give employers evidence of your skills and work ethic

They need to be:

- specific
- relevant to the work you are seeking
- recent.

Achievements don't need to be huge.

Provide evidence of your achievements

For example:

- acknowledged for high standard of work
- completed deadlines under pressure
- got a positive customer service rating of 95% in 2024

What was your achievement and why was it important? Find achievements that relate to each of your top skills and qualities.

Achievement

Why was it important and why were you proud of this achievement?

What skills did you use?

Your personal brand

Your personal brand is what you offer employers that is different from everyone else.

This is a combination of:

1. Your skills, achievements and talents. What are you good at?
Eg, public speaking, studying, listening and talking to people.
2. What the organisation/ industry is looking for, eg, teamwork, communication, customer service skills.
3. How you add value. How would you make a difference to that role/organisation? What motivates you?



Example: Shane's personal brand

1

What am I good at?

- Talking and listening to people.
- Staying calm under pressure.
- Managing time efficiently.
- Fixing problems.

2

What is the organisation/ industry looking for?

- Good communication and customer service skills.
- Identifies problems and solves them quickly and accurately.
- Restaurant management experience.

3

How can I add value?

- Strong quality control so customers have a good dining experience.
- Develop a positive culture so the team support each other especially when they are under pressure.
- Can fix a large number of issues quickly.

Identify your personal brand

1

What am I good at?

2

What is the organisation/ industry looking for?

3

How can I add value?

2

Explore opportunities



Introduction

This section looks at:

- ways to find work
- networking and informational interviewing to connect with employers
- exploring new career options
- training, courses and upskilling.



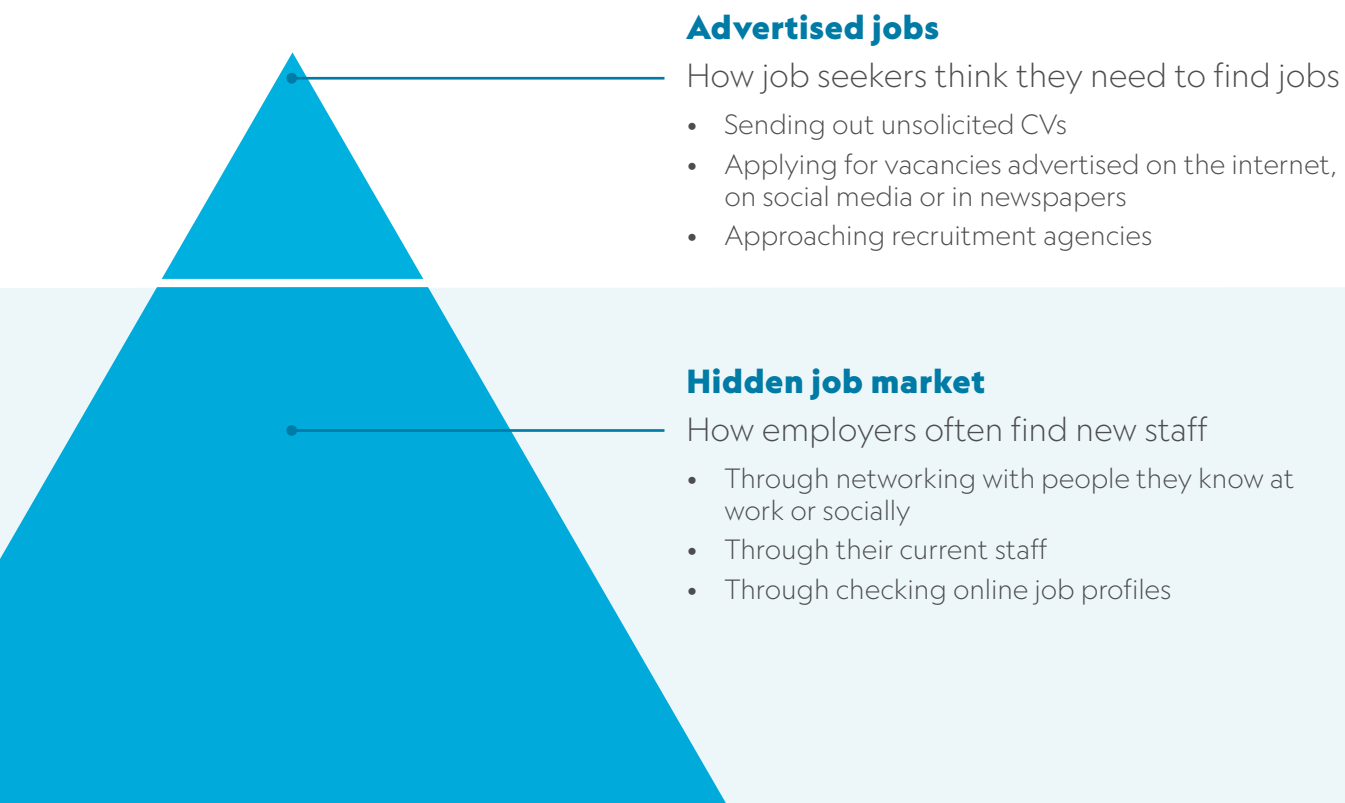
Where to find work

Find work:

- on job vacancy and recruitment websites
- on government, council and industry organisation websites
- on social media
- in professional and industry journals
- via recruitment agencies
- through friends, family and professional networks
- at career and job expos and events.

The hidden job market

Don't limit your job search to job vacancy websites or recruitment agencies. Many jobs are filled by employers using their connections and networks.



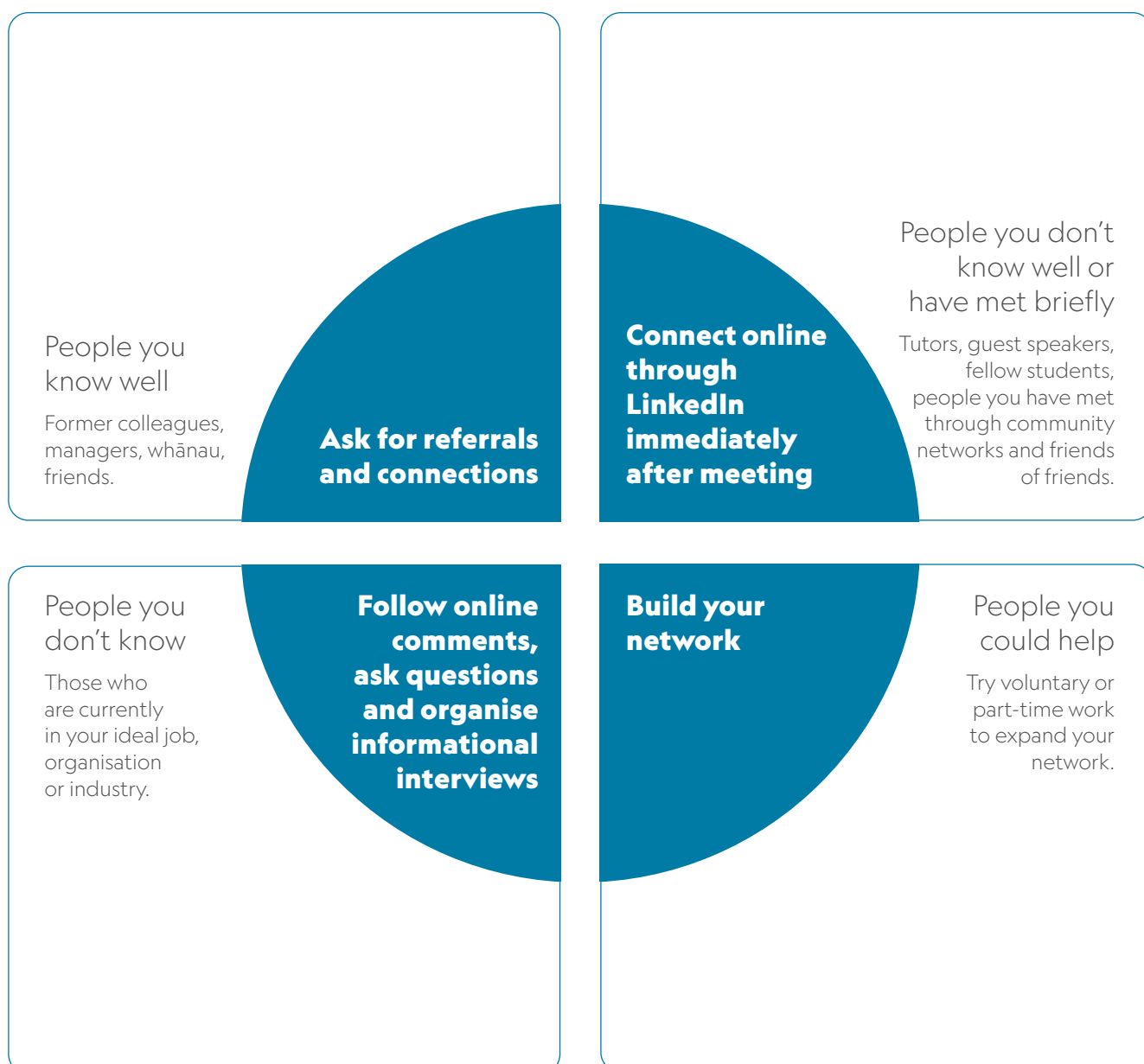
Be a great networker

Networking is about creating a community of professional and personal connections, and building your reputation. Many jobs are in the hidden job market so it's important to learn how to network.

Networking is about giving and helping others, eg:

- introducing your contacts to each other
- sharing interesting articles and posts
- offering your time.

Think about people you could network with and write their names below.



How to network

Networking helps you tap into the hidden job market

There are many ways to network. You can:

- tell friends and whānau you are looking for work
- go to industry meet-ups and events
- connect with work-related organisations on social media
- join a professional organisation in your career field
- go to job expos
- cold-call organisations to check for vacancies
- undertake informational interviews.

Perfect your marketing script

A marketing script or elevator pitch is a quick way to introduce your experience and what you're looking for in a job.

Your marketing script

When someone asks, "So, what do you do?" how do you reply?

Three rules to consider:

1. Your reply should take 30 seconds or less.
2. Your skills (or how you would benefit a potential employer) should be clear.
3. You should identify some type of goal.

Self-marketing script

My name is:

I am a:

I have (years in role):

Currently I am looking for a new opportunity to:

I am really keen to get work in the area of:

Prepare for an informational interview

An informational interview is a chance to chat to an employer or someone working in a particular industry about their organisation, the work they do and who they like to hire.

This is a chance for you to find out about different types of jobs you could do and understand the skills needed to work with the employer or in that industry. Don't ask for a job directly – you're talking to them to learn about their organisation and industry.

1. How to approach someone for an informational interview

Contact them via email or LinkedIn. Explain who you are and why you would like to meet. Some people may prefer to talk on the phone rather than meet in person.

2. Before your conversation

Research the organisation and industry beforehand. Learn as much as you can so you can use your meeting time well. Come up with specific questions to help you find out about opportunities or roles in the organisation or industry.

3. When you meet them

- Dress appropriately.
- Thank them for taking the time to meet.
- Say a little about yourself and your background but don't go into a lot of detail.
- Ask them how much time they have to talk. If you go over time, ask for permission to keep going.
- Ask if they're happy for you to take notes.
- Once you have finished, thank them again for taking the time to talk to you.

4. After the meeting

- Straight afterwards make some notes on what they said.
- Send them a thank you message, either by email or through LinkedIn.
- Later, let them know if you found work or chose a new career as a result of your meeting.

Informational interview request

Informational interviews can help you network with employers and people in the industry, and find out if a career is for you.

Sample request for an informational interview:

Kia ora, my name is Shane Taumata.

I was reading your LinkedIn profile and was very interested to see that you have extensive experience in running fast food franchises. I've had 16 years' experience working as a Restaurant Manager in restaurants in Wellington.

I'm interested in talking to you about your experience.

Would I be able to talk to you in more depth about this? I know you are very busy but if you have 20 minutes to spare I would really appreciate it.

Regards,
Shane

Informational interview questions

These questions can get people talking about their industry, their career and opportunities.

Role

- How did you get into your role?
.....
- What does your average work day look like?
.....
- Is there anything that would surprise people about your job?
.....
- If you could go back and change anything about your career path, what would you change?
.....

Organisation

- What kinds of opportunities are there in your organisation?
.....

Industry

- Can you tell me more about the _____ sector in _____ (city)?
.....
- What is happening within the industry in New Zealand? Is it growing or declining?
.....
- What are the key skill areas that employers are looking for in this job/industry?
.....
- Are there particular skills or jobs that are in short supply?
.....
- Are there lots of people looking for work in this area?
.....
- Do you know anyone else who might be willing to talk to me? Could you introduce me by email?
.....

Personal development

- Do you have any suggestions about how I can get into this area?
.....
- What training is useful?
.....
- What work experience do you look for?
.....
- Are there any networks you recommend that I join?
.....

Add your own questions below:

Looking at upskilling or retraining

Do you need to or want to retrain or upskill? Upskilling or retraining can improve your chances of finding work.

Upskilling involves learning new skills to help you progress in your current job or career.

Ways to upskill include:

- receiving coaching or mentoring
- undertaking on-the-job training
- undertaking work or self-funded study, such as completing a micro-credential
- securing a secondment.

If you want to move into a different career, you may need to retrain.

Ways to retrain include studying:

- part-time
- full-time
- online or on campus
- on-the-job.



Find out about support for study and training:
tahatu.govt.nz/study-and-training



Upskilling

Tom worked as a truck driver. He had a class 1 and 2 driver licence.



There was a job available at work for a driver with a class 4 licence which he was keen on.



He got his class 4 licence with a Dangerous Goods endorsement and is now training for a New Zealand Certificate in Commercial Road Transport Skills.



He is now driving larger trucks and earns more money.



Retraining

Tania worked in administration



She identified what types of jobs would align with her skills and values, and researched what courses were available at her education provider



She enrolled in a nursing course



She became a community nurse



Find out about study and training options:

tahatu.govt.nz/study-and-training/explore-study-and-training

3

Decide and act



Introduction

In this section you'll find:

- a guide to answering a job advertisement
- how to apply for jobs online
- tips for writing a CV and a cover letter
- a guide to the recruitment process
- how to prepare for interviews
- your next steps in developing an action plan.

"Never give up, keep pushing forward. You're going to come across road blocks and speed bumps. You just have to persevere, be consistent and work hard."

David Letele (Brown Buttabeen)
Boxer and Life Coach

Match your skills to job advertisements

Find a job advertisement that you are interested in and follow the steps below.

1 Read the advertisement and highlight the key skills and qualities the employer is looking for

For example:

- strong written and verbal communication
- team player or teamwork
- analytical and problem solving
- time management
- specialised or technical competencies
- high level of computer competency
- ability to work well under pressure
- enthusiasm and initiative
- excellent customer service.

2 Do the same with the job or person description (if there is one)

This will include more information about what the employer requires in this particular role.

You should now have a list of the skills, qualities and experience needed for the position advertised.



Tip: Don't worry if you don't have all the skills listed

Apply for the job if you have most of the important skills listed in the job advertisement.

3 Research the organisation

- Look for information on the organisation's key products or services, their mission and anything else that gives you an insight into them. You can do this through their website and by talking to people you know.
- Record a few key words and phrases from this material. Keep them in mind while you decide what information you will use in your letter and CV.

4 List your skills and experience that match this job

- Write down your skills and experience that match the requirements in the advertisement.
- Think about how your work values and goals fit those of the organisation.

5 Gather evidence and examples of how your skills and experience match the job

Make a list of examples of how you've used the skills required in the job advertisement. List achievements that demonstrate how well you've used these skills.

You are now ready to write a targeted CV and cover letter that focus on that employer's needs for a specific role.



Fact: Employers are busy

Make it easy for employers to see why you're a good fit for the job. Your CV and cover letter need to clearly show how closely you match their needs.

Don't use the same CV and cover letter for each job application. Increase your chances of getting an interview by targeting your application to the job you're applying for.

How to apply

Apply for jobs that closely match your skills and qualifications

- Give yourself plenty of time to apply.
- Ensure you have a professional or business-like email address.
- Follow the application directions closely.
- Get someone to check your CV and cover letter against the application form.
- Include the title of the position you are applying for in the subject line of your email.
- Make sure you include your name and phone number in the email.
- Send your CV as a PDF attachment.
- Use your name in the CV filename.

Sample email as part of your application:

To: HR@anywhere.co.nz

Subject: Shane Taumata – application for Wubsay Restaurant Manager

Dear (name of person)

Re: Wubsay Restaurant Manager position

I am very keen on applying for this position. My experience managing restaurants for the last 16 years has given me excellent skills and knowledge along the way. In the attached cover letter and CV I demonstrate why I'm a great candidate for the manager job at Wubsay restaurant and how I can put my skills and experience to work for you.

Please find attached my CV and cover letter for the above position as advertised on Seek on 20 May 2025

I look forward to hearing from you.

Yours sincerely
Shane Taumata
Phone 033 333 333
shanetaumata@hmail.com



Tip: Request and download the job description (JD)

Save it to help you keep track of your applications and prepare for an interview.



Tip: If you don't have a computer with internet access

Visit your local library or community centre to research and submit your job application.

Your online profile

Think of your online profile as your online CV

You can create a profile on an organisation's career hub, Work and Income's website, your own website or LinkedIn. Employers and recruiters actively look at profiles to find new staff.

More than 1 billion people have profiles on LinkedIn – a social media network that spotlights your experience and connects you with professional groups and businesses.

Let your online profile work for you

- Highlight your skills at the top of your profile.
- List your experience, education and skills.
- Include your contact information and location.
- Use a headshot photo that looks professional.
- Use keywords about your skills in your headline.
- Check for spelling and other errors.
- Use a professional email address, such as maia.johnson@website.com.
- If you need to create a username make it professional.
- Update your profile regularly.
- Connect with others – message people, or invite them to like your profile.
- Think about what your brand is and what you're going to post.



Find out more: How to create an online job profile

tahatu.govt.nz/work/applying-for-a-job/how-to-create-an-online-job-profile



Tip: By going to your settings in LinkedIn and clicking on the link in your profile, you can privately let recruiters know you are open to work opportunities.

CV essentials

Make your CV a brief, positive and interesting snapshot of yourself

1 Before you start writing

- Brainstorm skills and experience that match the job description and advertisement. Don't forget things you do outside of work. Give examples wherever you can.
- Look at example CVs for ideas on layout, language and effective ways of marketing yourself.

2 Put yourself in the employer's place

You have 10 seconds to persuade an employer to continue to read your CV. Your CV will have more impact if you highlight the things the employer is looking for. Keep the CV short and only show relevant work experience and skills.

Three key questions to ask yourself:

- 1. When someone scans my CV quickly, will they think "This CV looks interesting"?**
Employers have to sort and reduce a pile of CVs to shortlists of two or three people. They will respond better to a clear, concise, well-laid-out CV than a long, disorganised one.
- 2. When they read your CV fully, will they think "This person has skills we need"?**
Employers are looking for someone who matches the job description. Adjust and target your CV to fit the job you are applying for.
- 3. When they shortlist CVs, will they think "This person is worth meeting"?**
Employers are thinking about what you can offer them. Give people a sense of who you are and what you do best.

3 Ask others to look at your CV

Get someone else to check your CV to see that it makes sense, is well formatted and has no spelling or grammatical mistakes.

Choosing the right referees

Employers usually ask you to give them at least two referees – people they can call to check your experience and find out whether you will fit into their organisation.

Choose referees who are credible and professional, can talk about your work and how you work, and are easy to contact. Make sure you let them know first.



Find out more:

Applying for a job

tahatu.govt.nz/work/applying-for-a-job



Find out more:

Are you returning to work after a gap?

tahatu.govt.nz/work/looking-for-a-job/returning-to-work-after-a-gap

Checking your CV

Use this checklist to make sure your CV gets noticed by a potential employer or recruiter.

- ☐ Name and contact details are clearly stated on front page.
- ☐ Text is black, all in the same font and easy to read (font size 11 or 12).
- ☐ CV has been written to address the skills and experience asked for in the job description and ad.
- ☐ Personal profile or career objective is relevant and to the point.
- ☐ Headings are correct and are all the same font and size.
- ☐ Keywords from job ad are used in the CV.
- ☐ Bullet points are used and lined up.
- ☐ Most recent jobs listed first.
- ☐ Highest or most relevant qualifications listed first.
- ☐ Sections are not split over more than one page.
- ☐ Information is stated in full (no abbreviations or acronyms).
- ☐ Spelling and grammar are correct.
- ☐ Images, photos, text boxes and tables have been removed.
- ☐ Referees are checked to ensure contact details are correct.
- ☐ CV is no more than two to three pages.
- ☐ Someone you trust has looked over your CV and given feedback.



Fact: What is an applicant tracking system (ATS)?

After you apply for a job, your CV may go through an applicant tracking system (ATS). This is software that automatically ranks CVs and cover letters. A hiring manager chooses a few keywords usually the job title, industry and key skills, and the ATS searches for them in the documents.

This makes it important to write your CV using the key skills and words listed in the job advertisement.

Write or revise a CV

Tips

Put your name and contact details clearly at the top of the first page.

- Put page numbers in the footer.
- Make all headings stand out. Use bold, size, colour, white space, etc, to do this.

This section aims to capture the reader's interest. If it doesn't, they won't read any further.

- Use the same words used to describe skills in the job advertisement.

This section gives evidence that you have the experience to do the job.

- You want the employer to think "This person could do the job and I want them to do it".
- Concentrate on key tasks. Highlight the ways you helped the company to do well.
- If your employment history is too long, include only your most recent or relevant roles.

Simple CV template with example content

Shane Taumata

1234 Chelsea Road, Lower Hutt 5010

Email: shanetaumata@hmail.com

Phone: 033 333 333

LinkedIn: linkedin.com/in/shanetaumata33

Personal statement

Experienced restaurant manager with 16 years of experience running profitable restaurants. Committed to providing exceptional experiences for customers. Strong management skills with the ability to motivate staff to deliver high quality customer experiences even when under pressure. High level of attention to detail and an excellent problem solver.

Key skills and experience

Leadership skills

- Over 16 years of experience hiring, managing and coaching front of house and kitchen staff.
- Developed a strong team culture enabling staff to remain calm and support each other especially during times of peak demand.

Hospitality skills

- Skilled in managing all practical elements of the business, such as health and safety, food safety, stock control, purchasing and budgeting.
- Maintain standards through regular checks on food quality and monitoring feedback from customers and staff.

Communication skills

- Ability to build rapport quickly and confidently with a wide range of people including customers and staff.

Problem solving and stress management

- Skilled at identifying and resolving problems quickly and accurately by managing time efficiently, planning for risk and staying calm under pressure.

Work history

Restaurant Manager

2021–present

LaFairy Restaurant, Wellington

- Responsible for the hiring, training and management of 20 kitchen and floor staff.
- Reduced staff turnover by 20% since 2022.
- Initiated staff training that improved customer satisfaction to 95% in 2023 and 2024.
- Work with the chefs to develop innovative menus.
- Perform quality assurance checks and respond to customer issues.
- Responsible for budgets and stock inventory management to ensure cost efficiencies.
- Implemented marketing strategies that improved profits by 10% in one year.

Work history (continued)

Chef/Restaurant Manager

2009–2021

Freepav Restaurant

- Led 8 kitchen and floor staff.
- Developed seasonal menus that met the needs of our customer base.
- Managed budget, stock control and payment systems for the café.
- Introduced systems that improved service times by 15%.
- Ensured that health and safety standards including food safety were maintained.

Education history

New Zealand Certificate in Cookery (Level 4)

2006

Service IQ, Wellington

Interests

- Running.
- Cricket.

Referees

Referees supplied on request

Or

Moana Ngata

Restaurant Owner
LaFairy Restaurant, Wellington
Phone: 044 444 4444
Email: mngata@hmail.com

Nish Ahuja

Restaurant Owner
Freepav Restaurant, Wellington
Phone: 055 555 5555
Email: nisha@hmail.com

Tips

Ways of ordering this section include:

- Job title in bold, followed by company underneath and tasks.
- Most recent job first.

Which section goes first – employment history or education history? Think about which section is most recent and relevant to the work you are looking for.

This optional section gives you the chance to talk about what you are like outside work.

- You can include interests, hobbies and volunteer or community work.
- Use bullet points.

Employers should tell you when they are going to contact your referees. Often they will only contact referees after they have met you.

- If you don't include referees in your CV, make sure you are able to give this information to the employer when they ask for it.
- Select your referees carefully.
- Let them know about the role you are applying for, so they can prepare – what they say about you should be relevant to the role.

Your cover letter

What to include

Your contact details

Write, in this order:

- your full name
- your address
- your email address
- your phone numbers
- your LinkedIn address.

Date

Include the date you send the letter.

Their contact details

Write, in this order:

- the name of the person
- their job title
- their organisation and address.

Contact person

Address the person by their name if possible. Contact the organisation and ask. If you cannot find the name, put "Dear hiring manager".

Reason for the letter

- Write out the full job title and any reference numbers as a heading.
- State you are applying for the named position and where you heard about the job.

Why you want to work in this role and what you know about the organisation

- Be enthusiastic. Show that you have thought about the job and why you would like to work for them.
- Make positive comments about the organisation, eg, their reputation, performance and product.
- Remember it's about what you can do for them, not what they can do for you.

Template with example content

Shane Taumata
1234 Chelsea Road
Lower Hutt 5010
Email: shanetaumata@hmail.com
Phone: 033 333 333
LinkedIn: linkedin.com/in/shanetaumata33

25 May 2025

Jane Smith
HR Manager
Wubsay Franchises
PO Box 1234
Wellington 6011

Dear Jane

Re: Wubsay Restaurant Manager

I am writing to apply for the position of Restaurant Manager at Wubsay Wellington City as advertised on Seek. Please find attached my CV to support my application.

Wubsay's values of honesty, quality and customer service appeal to me. I have always gone the extra mile when working with customers, ensuring my team provide them with quality food and excellent service.

What to include

I have extensive experience working as a Restaurant Manager in high-profile restaurants LaFairy and Freepav, Wellington. Within each of these roles, I led a team of kitchen and front-of-house staff to provide exceptional dining-in experiences for customers. My role also included budgeting, stock control, training and hiring.

During my time at LaFairy I improved profits by 10% and reduced staff turnover by 20%.

I am dedicated to continuous learning and improvement. I regularly access the services provided by the Restaurant Association of NZ and attend their events.

I am very excited about this opportunity with Wubsay and believe that I will be able to create a supportive and productive working environment for your staff in addition to improving the profitability of the business.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely
Shane Taumata

What you will bring to the role

- Highlight your skills, experience and knowledge, and outline how they match the requirements of the job.
- Include your personal goals, excitement and enthusiasm.

Finishing off

- Thank them for considering your application.

Signing off

- Be professional with your farewell, not too formal or too familiar. Finish with your first and last names. If you are sending a hard copy, sign above your name.



Check out our CV and cover letter templates:
tahatu.govt.nz/work/applying-for-a-job

Using AI to write your CV and cover letter

Tailoring your CV and cover letter to a specific job isn't easy. You might think about using artificial intelligence (AI) tools like ChatGPT to write or improve your CV or cover letter.

If you decide to use AI, it needs to be a partnership between you and the AI tool. AI doesn't know you as a person. It won't be able to develop a quality CV and cover letter that's tailored to a specific job without your help.

AI is good at:

- generating CVs and cover letters quickly
- making suggestions about how you can tailor your CV and cover letter to a specific job description
- pulling out the key elements from the job description that you can use to tailor your CV and cover letter
- helping with grammar and spelling.

AI is not so good at:

- generating unique and accurate content – content may be too general, vague, exaggerated or inaccurate
- personalising content to truly reflect you and your experience
- using the right language and tone – it might not know New Zealand terms, phrases or spelling, or use the wrong tone for the job you're applying for.

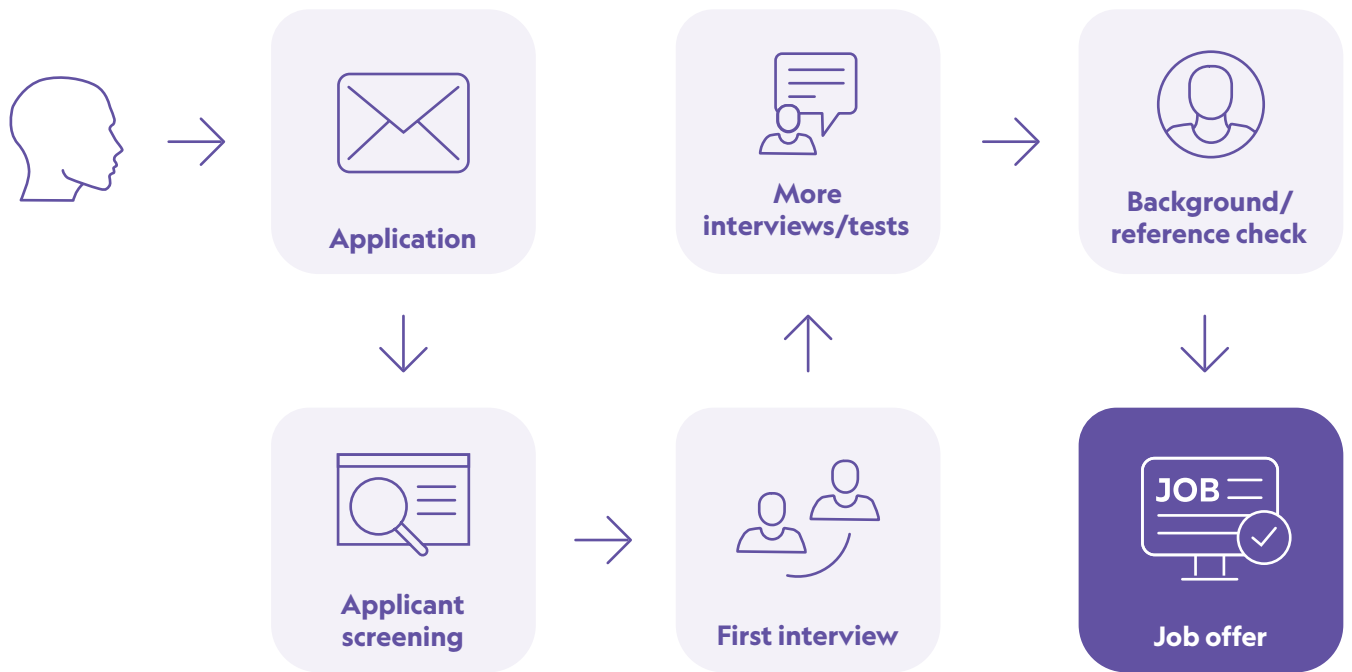
Tips

- Give the AI tool clear instructions (known as prompts). Tell it exactly what you want it to do. You may need to experiment with the prompts you give it before it generates useful content.
- The quality of the documents it creates will depend on the quality of the information you give it. For example, it won't be able to create your achievements for you. You need to list what these are.
- Carefully check everything it suggests and make changes where needed.
 - Make sure the content is accurate and truthful.
 - Try to personalise it, for example by describing an experience or interest that relates to the job you're applying for.
 - Check the content reflects who you are as a person and your writing style.
 - Change any American spelling or phrases.

Recruiters and employers can often spot the difference between an AI generated CV or cover letter and one that was prepared by you alone. They need to feel confident that your CV and cover letter are truthful and represent who you are.

Recruitment processes

This is a typical recruitment process. However, the process is not always linear and may not include all these stages.



Types of interviews

If you've got an interview an employer already thinks you have the skills to do the job. An interview is a chance for you to show how you'd be a good fit for your employer's team.



The face-to-face interview

In a face-to-face interview, you're being assessed from the moment your potential employer lays eyes on you.

Be polite to reception and other staff as they may be asked for their feedback on how you interacted with them.



Check out: How to do well at job interviews

tahatu.govt.nz/work/doing-an-interview



The video interview

In video interviews, any distractions are amplified and will work against you.

- Make sure you have the tech sorted – know what program to use and how to use it, have a strong internet connection and charge or plug in your computer.
- Looks are important. The camera doesn't like black, white or busy patterns, so avoid these – navy blue is best.
- Choose a simple background and remove all distractions from the room.



Check out: How to have a successful remote job interview

tahatu.govt.nz/work/doing-an-interview/video-and-phone-interviews



The interview test

Some organisations require you to do timed tests, such as maths or writing tests.

- Find tests online to practise.
- Let the interviewer know in advance if you have a condition that makes timed tests difficult.
- Read instructions carefully. Plan what you'll do in the time.
- Ask questions if you are not sure of anything.
- Review your work once you've finished.



Check out: How to perform well in interview tests

tahatu.govt.nz/work/doing-an-interview/tests-at-interviews

Prepare for an interview

Preparation is essential and will improve how you perform and market yourself in the interview.

Use this checklist to make sure that you are fully prepared.

1 Find out about the company or organisation

Why?

- You'll feel more confident about answering their questions.
- You can show the interviewer you know about what they do.
- It will help you decide if the company's values and policies fit with your own.
- It may make you think of questions that you want to ask.

How?

- ☐ Look up the company website if they have one.
- ☐ Make a list of things you want to find out.
- ☐ Think about your networks. Do you know anyone who has worked there?
- ☐ If you know someone in a similar organisation, talk to them about what they do.

2 Review the job description, your CV and cover letter, practise answering interview questions and prepare your own

Why?

- If you know you're well prepared for the interview, you'll feel more relaxed and confident.

How?

- ☐ Use the job description to think of questions the employer might ask. Typical questions are listed later in this workbook and on tahatu.govt.nz/work/doing-an-interview/tips-for-interviews
- ☐ Think of examples that show how you've used your skills and experience in the past.
- ☐ Practise answering questions aloud with the help of another person. Or record your answers and play them back. Check that your answers are clear and easy to hear, with a positive tone.
- ☐ At the end of the interview, you'll probably be asked if you have any questions. Make a list of questions you would like to ask about the work or organisation.

3

Plan what you will wear and make sure you're on time for the interview

Why?

- If you're late for the interview, you'll give a bad first impression.
- Rushing may make you anxious and could affect your interview performance.

How?

- ☐ Choose an outfit that is tidy, clean, ironed and appropriate for a formal interview.
- ☐ If you're being interviewed in person, find out where your interview is then check how you will get there. If you need to catch a bus or train, check out the timetable. Allow extra time for any unexpected delays.
- ☐ If you can, do a trial run before the day of the interview so that you know where it will be held and how long it takes to get there.

4

Make sure you are clear about the interview process

Why?

- Some selection processes involve undertaking tests, delivering a presentation, giving group presentations or other tasks.
- Make sure you know whether you are going to be interviewed by one person or a panel.

How?

- ☐ If you have not been given information about the interview process, contact the organisation.
Ask how long the interview will be for, what the interview will involve and if they will ask behavioural style interview questions.

Attending an interview

Congratulations, you have an interview! Here are some tips to help you perform well on the day.

How interviews are structured

The structure of the interview depends on the organisation but interviewers usually talk about their organisation and the role first.

Most interviews are for an hour and often include a mix of non-behavioural and behavioural questions.

- **Non-behavioural** questions focus on your personality, goals, motivation and your strengths and weaknesses.
- **Behavioural** questions focus on how you have reacted to certain situations in the workplace.

The interviewers may write notes as you speak. This is because some organisations use a scoring system to assess your answers. This system allows them to fairly compare candidates and find the best person for the job.

Towards the end of the interview, they usually ask if you have any questions. They then tell you about the next steps, such as any additional tests or interviews, referee checks and when they plan to tell you about their decision.

Smile and connect with all the interviewers

- When you introduce yourself to the interviewers make eye contact, smile and use your first and last name.
- If you are being interviewed by a panel, connect with everyone as you respond to questions. Look at the person who asked you the question, while also being aware of the others.
- Be aware of your body language – sitting forward with your hands resting on the table makes you look enthusiastic and confident.



Tip: An interview is not only for an employer to decide if you're the right person for the job. It's also your chance to find out if the job and organisation is right for you.

Listen carefully before answering

- It's important you fully understand each question before you answer it.
 - Pause before answering if you need to. You might say, "Oh, good question – let me think about this one."
 - If you don't understand the question, you can ask the interviewer to rephrase it.
- Aim to keep your answers brief and to the point. Practice saying and finishing your answer within 2 minutes. This gives the interviewer a chance to ask follow-up questions before moving on. Treat each question as a chance to demonstrate your skills.



Tip: Managing nerves

- We all get nervous at interviews – it's normal!
- You'll feel more confident if you're well prepared.
- It helps to take your time to answer and speak slowly and clearly. The interviewers genuinely want to know more about you and want you to do well.
- You'll feel more confident the more interviews you attend.

Check out the resources for managing anxiety on

- Small Steps: **smallsteps.org.nz**
- Just a Thought: **justathought.co.nz**

More explanation on the questions they may ask you and the questions you can ask them is provided in the following pages.

Non-behavioural interview questions

Here are some examples of commonly asked interview questions and how you could answer them.

Tell us about yourself?

Summarise your work and study experience (if it was recent). If you want to, you can also talk about your strengths and goals where these align with the organisation and the role. Keep your answer positive and concise.

Why did you apply for the job?

The interviewer wants to know that you are excited to work for them. Research the organisation and the job and think about what appeals to you about working for them.

What makes you the best person for this job?

Explain how your personality, skills and experience make you ideal for the job.

What are your strengths?

Talk about your strengths and how they relate to the job.

What are your weaknesses?

This question is about self-awareness and your willingness to change and learn. Talk about what you have learnt about yourself and changes you made.

Ways to answer this question:

- "In the past..."
- "What I have come to realise..."
- "I have learned that..."

Where do you see yourself in five years' time?

Think about what the employer needs to know about you and your goals in relation to the position. You can keep it general by saying that you expect you will understand the organisation well, be competent in the role and looking for the next step up in the organisation.

I see there is a gap in your work history. Can you tell us about this?

Briefly explain the gap. You don't need to provide specific details but be honest. Keep your answer focused on how you're now ready for a new job and excited about it.

- If you have taken time out to be a parent, caregiver or volunteer, or you have been studying or traveling, talk about the qualifications, skills or experience you have developed through your experiences.
- If you have been ill, provide reassurance that you are well and ready to work.

Make sure your answers are relevant to the job you're applying for and the organisation you're applying to.

Behavioural interviews – the STAR method

STAR is a strategy to use in response to behavioural questions.

Behavioural or situational questions focus on your past performance in a particular situation. Employers use this technique to evaluate a candidate's experiences and behaviours. An example is:

"Tell me about a time when you had a customer complain about their meal. How did you approach solving it? What was the outcome?"

S

Situation

Give the context of your situation

I had a customer who complained that their meal was overcooked and took too long. They were quite angry, as they were now late for an appointment.

T

Task

Explain the task you were required to complete

As a manager it was up to me to talk to the customer and try and solve the problem for them.

A

Action

Describe the specific actions you took to achieve the task

The first step was to calmly listen to them and ask questions to clearly identify the issue and make sure I was not missing anything. I then apologised and asked if they had time for a replacement meal or would prefer a refund.

R

Result

Describe the result of your actions

"Which meant that..."

"Which resulted in..."

"So that..."

"The benefit was..."

"We gained because..."

"The advantage was..."

The outcome was a very happy customer who felt listened to and acknowledged. They took the refund and I followed up with the staff member responsible. The customer said they would visit the restaurant again and they did.

Behavioural interview questions using STAR

Using the STAR format, have a go at answering these questions to help prepare for your interview.

- Describe a situation where you had to adapt your style of communication to suit the person you were dealing with.
- Give me an example of a time when you had difficulty communicating with a co-worker. How did you deal with this situation? What was the outcome?
- What type of written reports or proposals have you done? How have you ensured that these are timely and accurate?
- Describe a situation where you have been under stress. How did you deal with this?
- Tell me about a situation where you had to deal with conflict.
- Tell me about a time when you had to quickly adjust to change.
- Give me an example of how you provided good customer service.
- Describe a time when you had a negative response from a customer. How did you solve it? What was the outcome?
- Tell me about a time you had to organise your time to get your work completed. How did you do that?
- Give me an example of how you solve problems.
- Tell me about an event which really challenged you. How did you meet the challenge? In what way was your approach different from others?
- Give me an example of a time you were involved in a team project/teamwork.



Tip: Read the job description and ad and think about the skills and experience that are needed in order to do the job well. They will ask you questions related to these areas.

At the end of the interview

Questions you could ask them

The interviewers will usually ask if you have any questions for them.

Reading about the organisation and the job will help you to think of questions you could ask. Some examples include:

- Who will I report to in this position?
- Who else is in the team and what are their responsibilities?
- What will be my biggest challenge in this job?
- Will the organisation support ongoing study?
- Will there be opportunities for more responsibility and broader experience in the organisation?
- What kind of introduction, orientation or training programmes do you offer?

If your questions have been answered during the interview, you can say, "I had some questions, but you seem to have covered them already."

Final tips before leaving the interview

- Confirm your interest in and enthusiasm for the job.
- Find out what the next steps are after the interview.
- Ensure the interviewers have the names and contact details of your referees.

After the interview

Congratulations, you completed the interview! Here are some things to do next.

- Evaluate how the interview went. What did you do well? What could you have done better?
- Write down the questions you were asked – are there any that you need to practise answering for future interviews?
- If the timeframe for a decision passes and you haven't heard back, contact the employer.
- If you didn't get the job, ask for some feedback to help with your job search.

If you got the job

It's tempting to say yes straight away when you're offered a job. However, you should take time to make a decision and to negotiate the pay and conditions. Consider whether the job is right for you.

Ask the employer about:

- your pay rate
- the date they want you to start
- the date they need your decision by
- whether there are conditions such as a police check or a trial period.

Read the employment agreement thoroughly and ask someone you trust to check it.

You can get information about employment agreements from:

- Employment New Zealand:
employment.govt.nz/starting-employment/employment-agreements
0800 209 020
- Citizens Advice Bureau:
cab.org.nz/find-a-cab
0800 367 222

It's worth trying to negotiate higher pay, extra leave or training before you accept a job offer. For more information on how to negotiate, see **tahatu.govt.nz/work/getting-a-job-offer/job-offers-and-employment-agreements**

If you didn't get the job

It can be tough getting a rejection. When you're job hunting, some things are under your control and others are out of your control. You can't control what the employer decided, or who else applied for the job. But you can see if you want to change anything in the way you approach future interviews.

Think back on the interview and rate your:

- preparation
- rapport and interaction with the interviewers
- answers to questions
- grooming and presentation.

Acknowledge what went well. Look at the areas that didn't go so well and work out what you would like to improve on. Review these things before your next interview, and check out our advice on job interviews on pages 46–56.

Good luck for your next interview!

Building your action plan

You can create a job hunting action plan to identify some specific and achievable actions.

What?	How?	By when?
Short-term actions		
Get support and advice if you need it.	<ul style="list-style-type: none"> • Reach out to family and friends for support. • Consider financial support if required. Develop a budget. • Take time to consider your options. 	Date
Develop a targeted CV and profile.	<ul style="list-style-type: none"> • Use the information from this workbook and tahatu.govt.nz to develop a CV and LinkedIn profile. • Get feedback on your CV and profile. • Let recruiters know you are looking for work by changing the settings in your LinkedIn profile 	Date
Develop your networks.	<ul style="list-style-type: none"> • Identify and join relevant professional organisations and Meetup groups. • Connect with people on LinkedIn. 	Date
Explore advertised jobs and ones in the 'hidden' job market.	<ul style="list-style-type: none"> • Let people in your network know you are looking for work. • Apply for jobs advertised online – tailor your CV and cover letter to each role • Contact recruiters who specialise in your area of work. • Find a short-term job to pay your bills, if needed. 	Date
Check your social media settings.	<ul style="list-style-type: none"> • Google your name. • Make your social media, eg, Facebook and Instagram, accounts private. 	Date

What?

How?

By when?

Medium-term actions

Review your strategy. You could check what's working well and what needs to change.

Assess what support you need.

- Review your mental and physical health and get support if needed.
- Review your finances and budget – get support if needed. You could look at other options for earning extra money to make sure you have enough to cover your expenses.
- Review who you can speak with to get advice and support.

Date

Review your CV, cover letter, online profiles and interview skills.

- Review your CV and cover letter – this could help you to get more interviews.
- Review your performance in interviews.
- Review your online profiles – research how you can use LinkedIn or other online portals to support your job hunt.

Date

Continue to apply for jobs.

- Tailor your applications to each role.

Date

Develop your networks.

- Continue to attend relevant professional organisations and Meetup group meetings.
- Continue to connect with people on LinkedIn.

Date

Learn more about the job market in your field.

- Do informational interviews where you talk to people working in your industry so you can learn more about the role and the job market.

Date

Long-term actions

Review your strategy again and consider your options.

Review what's working well and what needs to change.

- Review the bullet points in the previous sections to identify areas where you could improve and what support you might need.

Date

Review the job market if you're finding it difficult to secure work in your industry.

- Check if your skills line up with the jobs you're applying for, or if the industry is growing or declining. Look into other options, for example, upskilling, retraining or moving cities.

Date

Get back to work by completing your action plan

What?	How?	By when?
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Short-term actions

Medium-term actions

What?

How?

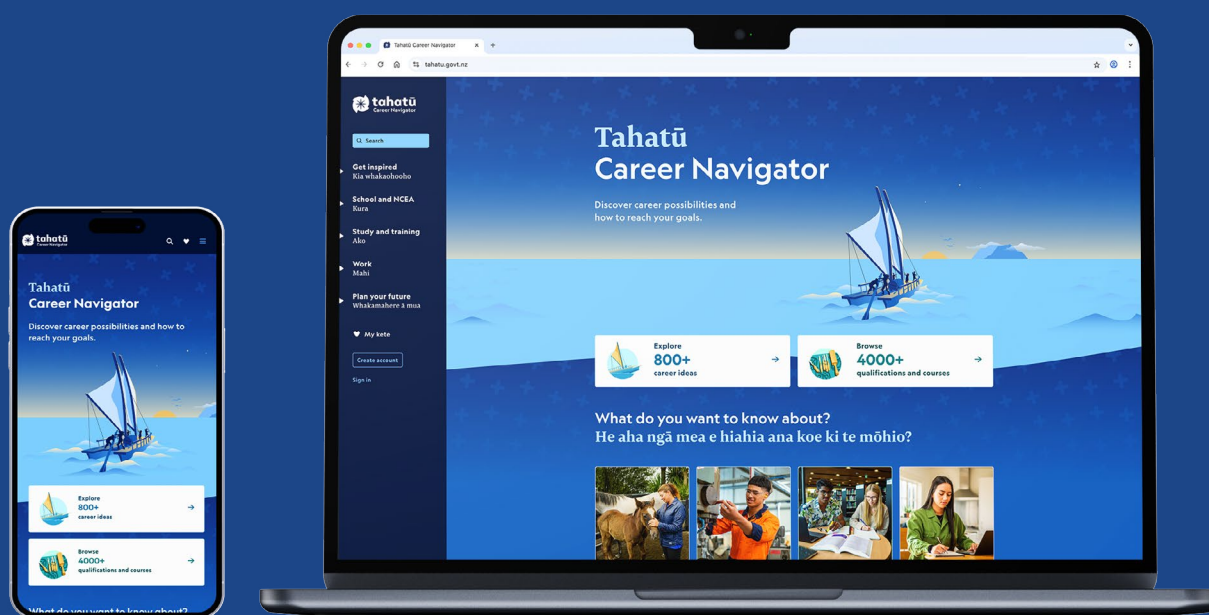
By when?

Long-term actions

Notes

Navigate your career journey

Visit tahatu.govt.nz for more information on how to reach your career goals.



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Browse qualifications and courses

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Keep it up to date and use it as you work through your action plan. Good luck with your job search.

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ISBN 978-0-473-60244-4 (Print)
ISBN 978-0-473-60245-1 (Online)

Item no. TEC0178