

**LEARN IT<sup>®</sup>  
Online**

# **Waitakere Learning Centres Job Hunters Manual**



*Waitakere City Council*  
*Te Taiao o Waitakere*

**WAITAKERE LIBRARY AND INFORMATION SERVICES**  
Ngā Kākano Mātauranga o Waitākere

# Waitakere Learning Centres Job Hunters Manual

Introduction .....	3
Choosing the right career.....	4
Books on career advice available from Waitakere Libraries.....	4
Putting together your CV (Curriculum Vitae).....	5
What is a Chronological CV? .....	5
What is a Functional CV?.....	5
What is a Combination CV? .....	5
What to include in your CV.....	6
Books about creating your CV from Waitakere Libraries.....	7
Stuck for ideas... Here are some buzz words to get you started.....	7
<i>Some impact words</i> .....	8
<i>Writing</i> .....	8
<i>Computer</i> .....	9
<i>Teaching</i> .....	9
<i>Verbal</i> .....	9
<i>Professional Development</i> .....	9
<i>Technical</i> .....	9
<i>Scientific</i> .....	9
Chronological Curriculum Vitae Template .....	10
Functional Curriculum Vitae Template .....	12
Combination Curriculum Vitae Template.....	14
Write that Cover Letter.....	16
Applying for a Job online.....	17
New Zealand Job Websites.....	17
Overseas Job Websites .....	17
Recruitment Agencies.....	18
Finding jobs elsewhere .....	18
Applying for the Job .....	18
The Interview and Beyond .....	19
E-mail.....	19
Career Services – What they do .....	20
Seek: A ‘How To’ Guide.....	21
Website Basics.....	21
To Register.....	22
To Login .....	22
Finding and Saving a Job.....	23
<i>Quick Search</i> .....	23
<i>Advanced Search</i> .....	23
Browse job ads.....	24
Saving a job you wish to apply for.....	24
My Account .....	25
My Saved Jobs & Applications Summary.....	25
My Job Mail & Saved Searches .....	25
My CV's.....	26
Applying for a job .....	26

## Introduction

Job hunting is completely subjective. Every job hunter is looking for something different – each has their own idea of what a dream job is. Not only that, but each individual is unique, with different life experiences and skills, meaning not every job advertised will suit. Because of this, every CV and cover letter needs to reflect the individuality of each person, highlighting their key strengths and unique work history.

In this manual, different sections will help you on your way to finding a job. The first section looks at choosing the right career. It is hard to know exactly what you want in life, so we have provided a list of websites and books to help you get a clearer picture of where you want to head.

Creating a CV so you can apply for jobs you are interested in can be time consuming. Section two is a large section that contains templates you can base your own CV on. Links to helpful websites are provided so you can get a good idea of different headings that should include in your CV, along with tips on how to fill in each part.

Writing a cover letter for a job application is covered in the next section. Links are provided to handy websites with interesting articles on the subject. Some say that a perfect cover letter is one of the most important aspects of applying for a job, so don't miss this section.

Finding a job that suits you is a job in itself. There are many online sites that you can utilise, and in this manual, we provide a comprehensive list of sites relevant to New Zealand vacancies, along with international job hunting sites. We also mention how you can find jobs offline as well.

Good luck on your job hunting journey. If you have any questions or need help when it comes to any aspect of job hunting, please talk to your local Learning Centre coordinator about making an appointment.

## Choosing the right career

It is hard knowing what you want to do. There are so many different things to choose from, where do you start? Maybe you want to become a gourmet chef, an accountant, or even a freelance writer for a magazine. The choice is yours.

When you are trying to decide on your career, think about what are you good at and what you enjoy. Also, what do you want out of the job? Do you want to work with people and help others, make a lot of money, do you want a job which requires you think, or would you prefer to be hands on.

Below is a list of websites that will help you with your career choice. You can view a variety of careers, read personal profiles, and find advice on the kind of qualifications and experiences you need to get into a certain profession. There are even sites where you can take quizzes that may give you ideas about what might suit you.

### [careers.govt.nz](http://careers.govt.nz)

This is the No.1 New Zealand career site. It has everything you need when it comes to job hunting. Over 600 different types of jobs are listed containing information about what you can expect to be paid, what the job involves, types of skills or qualifications needed to enter the job, and profiles of people in that profession. You can find this in the [Job Section](#).

Check out the [Interactive Tools](#) menu to find out what career you might be suited to. There are interactive questionnaires that take your own interests and skills, matching them to similar professions.

In the Advice section, [Making Career Decisions](#) contains a lot of material to help you think about what you might like to do. Are you changing careers, returning to work after a period of time off, or are you a school leaver looking to get your first job? You can find advice on these subjects in this section. You can even learn what a career plan is and how to make one.

### [tki.org.nz/e/tki/career\\_planning/](http://tki.org.nz/e/tki/career_planning/)

A great site for students looking into their career options. There are a multitude of links to other informative sites that look into the transition from school to work, studying, career plans, finding jobs, and many other subjects relating to career planning.

### [seek.co.nz](http://seek.co.nz)

A site with vacancies listed throughout New Zealand in almost every profession you can think of. There's also a section with information on the job hunting process.

The [Career Resource](#) section contains plenty of information you will find useful in job hunting with preparing you CV and successful interview tips. Specifically, if you want help on deciding what career will suit you, take a look at the [Plan & Develop Your Career](#) page for some great ideas.

## Books on career advice available from Waitakere Libraries

There are a variety of books in your local library that can give you some great ideas about what job might suit you. Take a look at the online [Waitakere Libraries Catalogue](#). A popular book when it comes to choosing a career:

[\*What color is your parachute?: a practical manual for job-hunters and career-changers / by Richard Nelson Bolles.\*](#) [650.14 BOL](#)

## Putting together your CV (Curriculum Vitae)

Your CV is a summary of your skills, abilities and work experience, used as a way of selling yourself to a potential employer as the best person for the job. Remember your CV and cover letter is normally the employer's first introduction to you, so make the best impression you can to get an interview.

A CV can be anything from 1 to 4 pages long. There are three main types of CV's to base your own CV on – (Functional, Chronological and Combination). The descriptions and templates for these types of CVs are on pages 10 - 15. Keep in mind they are only templates - there is no set way for a CV to be set out. As long as the CV contains all the important information about you, such as your unique skills, qualifications and qualities, as well as your work and volunteering history, it will be a winner.

### What is a Chronological CV?

Starts with your employment history. Moves from most recent job backwards to first job

#### **Advantages**

- Easy to read
- Easy to write well
- Use if you are applying for a job similar to your last job or have steadily moved up in your career.

#### **Disadvantages**

- Gaps in employment are easy to see
- Your most recent job may not be the most relevant to the job vacancy
- Not effective for a long or complicated work history
- Don't use if you are changing career directions.

### What is a Functional CV?

Your most relevant skills and experiences are presented first.

#### **Advantages**

- Can select most appropriate information and leave out irrelevant information
- All the information given under skills and experience looks recent
- Skills can refer to both paid employment or volunteer work or life experience
- Use if changing career directions or been out of the workforce for some time.

#### **Disadvantages**

- More difficult and slower to write
- Different versions will be needed for different job vacancies
- Don't use if you need to write a CV quickly.

### What is a Combination CV?

Starts with employment history but includes only the positions relevant to the vacancy. Lists skills and knowledge rather than achievements and responsibilities

#### **Advantages**

- Can be selective in which jobs are highlighted
- Useful if in your previous positions you had no responsibilities
- Use if you are returning to a previous occupation. Use if you wish to highlight your skills.

#### **Disadvantages**

- Layout can be confusing to read as employment history is divided into 2 sections
- Don't use if you are wanting to change career direction

*Templates of the different CVs are provided at the end of this chapter.*

## What to include in your CV

Important things to add to your CV include your personal details, such as your e-mail address and contact phone numbers. You should also include your employment history, educations and qualifications, specific skills, abilities and strengths such as time management or customer service, as well as interests and hobbies. Optional things to add to your CV could be a personal profile or objective, or you could add referees the employer can contact. You can add both if you wish.

Below is a list of sites that you can visit which can help with the creation of your CV, from ideas and hints about what to add through to templates you can create your CVs with.

### [careers.govt.nz](http://careers.govt.nz)

This is your one stop shop for creating a CV. Under the [Advice](#) section, [How to find and apply for jobs](#) contains a large amount of helpful information on how to create your CV:

- [What is a CV and what should it include?](#) – Helpful information about different sections in your CV like objective and skills, and what information to include.
- [What your CV should look like](#) – A collection of basic tips for your CV.
- [Functional, chronological or combination CV style?](#) – Similar to the previous page, consists of pros and cons of each CV style.
- [Ten ingredients for a great CV](#) - A set of hints on how to create a great CV.
- [CV and cover letter templates](#) – A great resource with different CV layouts to choose from.
- [CV 4 Me interactive wizard](#) – Use this wizard to enter your details step by step, and it will create the CV automatically for you.

### [seek.co.nz](http://seek.co.nz)

Seek's [Career Resources](#) have helpful articles for Job Hunters. The *Prepare your Job Application* field contains three specific sections that will help you put your CV together:

- [The ultimate resume guide](#) – Contains CV essentials, including what to put for different sections of your CV. Keep in mind the terminology may be slightly different to what we have mentioned here. For example, they use Resume, where we use Curriculum Vitae. They also reference a hybrid resume, which is equivalent to what we call a combination CV.
- [The resume checklist](#) – Some important things to take into consideration when constructing your CV, like 'have you indicated how you achieved what you did'.
- [Resumes that boost interview skills](#) – An interesting article on how your CV can influence your interview.

### [jobs.nzherald.co.nz](http://jobs.nzherald.co.nz)

This site doesn't just contain job listings from The New Zealand Herald, there is also a [Job Hunters Tools](#) section with some beneficial articles focusing on CV creation.

### [cvtips.com](http://cvtips.com)

Not New Zealand specific, but does contain a large amount of information useful for job hunters, from employment history gaps through to CV templates to base your own CV on.

## Books about creating your CV from Waitakere Libraries

Take a look at the online [Waitakere Libraries Catalogue](#) for the following books and many others on offer:

<a href="#">The essential CV survival guide / Doug Pitcher</a>	<a href="#">650.14 PIT NZ</a>
<a href="#">The New Zealand guide to transferable skills : discover your most versatile skills for today's job market / Christine Dekker.</a>	<a href="#">650.14 DEK NZ</a>
<a href="#">The resume makeover : 50 common problems with resumes and cover letters -- and how to fix them / John J. Marcus.</a>	<a href="#">650.14 ALL</a>
<a href="#">Write your own CV : a New Zealand guide / Paula Stenberg.</a>	<a href="#">Y 650.14 STE NZ</a>
<a href="#">Amazing resumes : what employers want to see- and how to say it / Jim Bright and Joanne Earl.</a>	<a href="#">650.14 BRI</a>

## Stuck for ideas... Here are some buzz words to get you started

Words taken from Doug Pitchers *The Essential CV Survival Guide*, Shoestring Publications, 1996.

Able/ability to	Attracted	Defined	Handled
Accepted	Authenticated	Delivered	Helped
Accessed	Authored	Developed	Highlighted
Accompanied	Authorised	Devised	Hired
Accomplished	Awarded	Diagnosed	Hosted
Accountable for	Balanced	Distributed	Identified
Achieved	Boosted	Earned	Illustrated
Acknowledged	Broadened	Eliminated	Implemented
Acquired	Budgeted	Empowered	Improved
Acted	Built	Emphasised	Increased
Adapted	Calculated	Employed	Influenced
Addressed	Carried out	Enabled	Initiated
Adopted	Categorised	Encouraged	Instructed
Administrated	Changed	Enhanced	Integrated
Advertised	Classified	Entrusted	Interpreted
Advised	Co-directed	Estimated	Introduced
Allocated	Collaborated	Exceeded	Investigated
Amended	Compared	Exercised	Invoiced
Analysed	Compiled	Explored	Itemised
Appraised	Completed	Evaluated	Joined
Approved	Composed	Extended	Justified
Applied	Conceptualised	Facilitated	Launched
Appointed	Concentrated	Familiar with	Liaised
Approached	Concluded	Finalised	Located
Arranged	Contracted	Finished	Made
Assessed	Co-ordinated	Formulated	Maintained
Assigned	Corrected	Fulfilled	Managed
Assisted	Created	Gained	Marketed
Assumed	Critiqued	Gathered	Mastered
Attained	Dealt with	Generated	Maximised
Attended	Decreased	Guided	Measured

Minimised	Produced	Reported	Structured
Moderated	Programmed	Represented	Studied
Monitored	Projected	Researched	Substantial
Motivated	Promoted	Reshaped	Succeeded
Networked	Proposed	Resolved	Supervised
Notified	Protected	Restructured	Supplied
Observed	Proven	Retrieved	Supported
Obtained	Publicised	Returned	Surveyed
Occupied	Pursued	Reviewed	Targeted
Offered	Ran/run	Revamped	Totalled
Operated	Received	Revised	Trained
Ordered	Regained	Saved	Transformed
Outlined	Recognised	Scheduled	Translated
Outperformed	Recommended	Secured	Trialled
Overcame	Reconciled	Set up	Trouble-shooter
Oversee	Recorded	Shaped	Updated
Participated	Recovered	Simplified	Up skilled
Passed	Recruited	Sold	Utilised
Performed	Re-evaluated	Solved	Validated
Planned	Redecorated	Sorted	Verified
Prepared	Reduced	Sourced	Viewed
Presented	Regulated	Specialised	Visited
Prevented	Reinforced	Stabilised	Volunteered
Prioritised	Remodelled	Streamlined	Widened
Processed	Replaced	Strengthened	Worked closely

### Some impact words

Actively	Critically	Major	Sharply
Accurately	Currently	Manually	Significantly
Capably	Dramatically	Meticulously	Solely
Clearly	Directly	Personally	Substantially
Closely	Effectively	Presently	Successfully
Competently	Efficiently	Promptly	Systematically
Completely	Enthusiastically	Quickly	Thoroughly
Confidently	Extensively	Rapidly	Totally
Consistently	Greatly	Regularly	Wholly
Constantly	Jointly	Responsibly	

### Writing

Authored	Formulated	Compiled	Illustrated
Composed	Outlined	Corrected	Publicised
Critiqued	Published	Deciphered	Researched
Documented	Translated	Drafted	Typed
Drew up	Updated	Edited	Wrote

## Computer

Captured	Input	Networked	Retrieved
Computed	Installed	Programmed	Saved
Formatted	Loaded	Restored	Upgraded

## Teaching

Coached	Evaluated	Interpreted	Lectured
Conducted	Facilitated	Marked	Presented
Deciphered	Guided	Revised	Reviewed
Demonstrated	Informed	Studied	Taught
Educated	Instructed	Trained	Tutored

## Verbal

Addressed	Convinced	Explained	Negotiated
Arbitrated	Counselled	Informed	Notified
Answered	Dealt with	Instructed	Spoke
Communicated	Debriefed	Listened	Summarised
Consulted	Delivered	Liaised with	Translated
Contacted	Discussed	Mediated	Transmitted

## Professional Development

Attained	Completed	Graduated	Participated in
Attended	Currently completing	Presently completing	Studied
Commenced	Currently enrolled for	Learned	Up skilled

## Technical

Designed	Fine tuned	Remodelled	Stabilised
Diagnosed	Integrated	Repaired	Test
Draughted	Measured	Restored	Transmitted
Engineered	Modified	Salvaged	Trouble-shooter
Examined	Overhauled	Serviced	Upgraded

## Scientific

Analysed	Explored	Investigated	Re-evaluated
Captured	Extracted	Looked at	Studied
Created	Forecast	Measured	Tested
Estimated	Formulated	Modified	Trialled
Examined	Gathered	Pioneered	Validated
Explained	Invented	Projected	Verified

## Chronological Curriculum Vitae Template

**"Your FIRST and LAST NAMES go here"**

"Your ADDRESS goes here"  
"Your SUBURB goes here"

Ph: "Your PHONE NUMBER"  
Email address: "Your EMAIL ADDRESS"

### Profile

"Your PROFILE goes here"

### Strengths

- "Your 1st STRENGTH goes here"
- "Your 2nd STRENGTH goes here"
- "Your 3rd STRENGTH goes here"
- "Your 4th STRENGTH goes here"

### Employment History

---

"Time Employed here e.g. 1992-95" "Most recent JOB here" "COMPANY Name here"

---

#### Responsibilities:

- "1st RESPONSIBILITY for your most recent job goes here"
- "2nd RESPONSIBILITY for your most recent job goes here"

#### Achievements:

- "1st ACHIEVEMENT for your most recent job goes here"
- "2nd ACHIEVEMENT for your most recent job goes here"

---

"Time Employed here" "2nd most recent JOB here" "COMPANY Name here"

---

#### Responsibilities:

- "1st RESPONSIBILITY for your second most recent job goes here"
- "2nd RESPONSIBILITY for your second most recent job goes here"

#### Achievements:

- "1st ACHIEVEMENT for your second most recent job goes here"
- "2nd ACHIEVEMENT for your second most recent job goes here"

## **Education / Qualifications**

"YEAR you achieved this qualification"    "NAME of Qualification"    "School or Institution attended"

## **Hobbies**

"Write your hobbies and interest here"

## **Referees**

"Your 1st referee's NAME goes here"

"Your 1st referee's POSITION goes here"

"Your 1st referee's COMPANY goes here"

"Your 1st referee's PHONE NUMBER goes here"

"Your 1st referee's EMAIL ADDRESS goes here"

"Your 2nd referee's NAME goes here"

"Your 2nd referee's POSITION goes here"

"Your 2nd referee's COMPANY goes here"

"Your 2nd referee's PHONE NUMBER goes here"

"Your 2nd referee's EMAIL ADDRESS goes here"

## Functional Curriculum Vitae Template

### "Your FIRST and LAST NAMES go here"

"Your ADDRESS goes here"  
"Your SUBURB goes here"

Ph: "Your PHONE NUMBER"  
Email address: "Your EMAIL ADDRESS"

### Profile

"Your PROFILE goes here"

### Strengths

- "Your 1st STRENGTH goes here"
- "Your 2nd STRENGTH goes here"
- "Your 3rd STRENGTH goes here"
- "Your 4th STRENGTH goes here"

### Relevant Skills and Experience

"NAME of most important SKILL goes here" :

- "1st example goes here"
- "2nd example goes here"
- "3rd example goes here"

"NAME of second most important SKILL goes here" :

- "1st example goes here"
- "2nd example goes here"
- "3rd example goes here"

### Education / Qualifications

"YEAR qualification achieved"      "NAME of Qualification"      "School or Institution attended"

"YEAR qualification achieved"      "NAME of Qualification"      "School or Institution attended"

### Other Employment

"Time Employed here"      "Job Title here"      "COMPANY Name here"

"Time Employed here"      "Job Title here"      "COMPANY Name here"

## **Hobbies**

"Write your hobbies and interest here"

## **Referees**

"Your 1st referee's NAME goes here"

"Your 1st referee's POSITION goes here"

"Your 1st referee's COMPANY goes here"

"Your 1st referee's PHONE NUMBER goes here"

"Your 1st referee's EMAIL ADDRESS goes here"

"Your 2nd referee's NAME goes here"

"Your 2nd referee's POSITION goes here"

"Your 2nd referee's COMPANY goes here"

"Your 2nd referee's PHONE NUMBER goes here"

"Your 2nd referee's EMAIL ADDRESS goes here"

## Combination Curriculum Vitae Template

### "Your FIRST and LAST NAMES go here"

"Your ADDRESS goes here"  
"Your SUBURB goes here"

Ph: "Your PHONE NUMBER"  
Email address: "Your EMAIL ADDRESS"

### Profile

"Your PROFILE goes here"

### Strengths

- "Your 1st STRENGTH goes here"
- "Your 2nd STRENGTH goes here"
- "Your 3rd STRENGTH goes here"
- "Your 4th STRENGTH goes here"

### Relevant Work History

---

"Time Employed here e.g. 1992-95"    "Most recent JOB here"    "COMPANY Name here"

---

"NAME of most important SKILL acquired on most recent job goes here" :

- "1st example goes here"
- "2nd example goes here"

"NAME of second most important SKILL acquired on most recent job goes here"

- "1st example goes here"
- "2nd example goes here"

---

"Time Employed here"    "2nd most recent JOB here"    "COMPANY Name here"

---

"NAME of most important SKILL acquired on second most recent job goes here"

- "1st example goes here"
- "2nd example goes here"

"NAME of 2nd most important Skill acquired on 2nd most recent job goes here"

- "1st example goes here"
- "2nd example goes here"

## **Education / Qualifications**

"YEAR qualification achieved"      "NAME of Qualification"      "School or Institution attended"

"YEAR qualification achieved"      "NAME of Qualification"      "School or Institution attended"

## **Other Employment**

"Time Employed here"      "Job Title here"      "COMPANY Name here"

"Time Employed here"      "Job Title here"      "COMPANY Name here"

## **Hobbies**

"Write your hobbies and interest here"

## **Referees**

"Your 1st referee's NAME goes here"

"Your 1st referee's POSITION goes here"

"Your 1st referee's COMPANY goes here"

"Your 1st referee's PHONE NUMBER goes here"

"Your 1st referee's EMAIL ADDRESS goes here"

"Your 2nd referee's NAME goes here"

"Your 2nd referee's POSITION goes here"

"Your 2nd referee's COMPANY goes here"

"Your 2nd referee's PHONE NUMBER goes here"

"Your 2nd referee's EMAIL ADDRESS goes here"

## Write that Cover Letter

Cover letters can be used as a brief introduction, and are what most employers are likely to use to decide whether they will read your CV. This means that care should be taken when writing a cover letter, which should always be personalised to each position you are applying for. Sending a cover letter with your CV is good practice, even if it isn't specifically asked for in a job ad. Doing so shows you have initiative.

No more than one page in length, a cover letter should include the job position you are applying for, along with where you found the job advertised – sometimes they may require a job reference code. If you can, address the letter to the person who is recruiting for the company. Use the cover letter to draw attention to your specific skills that will come in useful for the job you are applying for. If the employer sees that you have skills and experience that would fit in well with the company, they will pick up your CV.

Below are some handy websites with specific information about writing cover letters:

[careers.govt.nz](http://careers.govt.nz)

Looking for advice on how to create a cover letter, check out the [Advice](#) section, specifically the [How to find and apply for jobs](#)

- [What is a cover letter and what should it include?](#) - This section gives a comprehensive explanation of what a cover letter is, why you should always include one, and what needs to be included for it to be a winner.
- [What your cover letter should look like](#) – A nice hint sheet with tips about how to set out your cover letter professionally, including the structure and wording.
- [CV and cover letter templates](#) – Stuck when it comes to setting out your CV on a computer? This section contains templates for different looking cover letters. All you need is to put in some great information about yourself and you are ready to go.

[seek.co.nz](http://seek.co.nz)

[Five star cover letters](#) is a short article on writing a covering letter with links to some example cover letters that were successful in getting an interview for you to take a look at.

[jobs.nzherald.co.nz/help/cover-letter-tips/](http://jobs.nzherald.co.nz/help/cover-letter-tips/)

New Zealand Herald online job section contains an article looking at cover letters. What are they used for, and what format they should be written in.

[www.how-to-write-a-cover-letter.com](http://www.how-to-write-a-cover-letter.com)

This site breaks down the cover letter. It contains information regarding what should be included, and provides different cover letter examples for different professions, including teachers and nurses.

## Applying for a Job online

A lot of jobs these days are listed online. It is generally expected that a person applying for a job has their own e-mail address. If you haven't got an e-mail address, it is time to get one. Popular e-mail sites to choose from are [mail.yahoo.com](mailto:mail.yahoo.com), [gmail.com](mailto:gmail.com), and [hotmail.com](mailto:hotmail.com). If you are unsure how to create an e-mail address, talk to your Learning Centre Coordinator or take a look at the ***E-mail*** section on **page 19** of this manual.

*Some job sites require you to have a username and password to log in to apply for a job*

## New Zealand Job Websites

- [seek.co.nz](http://seek.co.nz) A very popular site with a specific I.T. section. You can even search for jobs in Australia and the UK.
- [trademe.co.nz](http://trademe.co.nz) TradeMe has a section where employers can list jobs. Very popular.
- [www.workandincome.govt.nz](http://www.workandincome.govt.nz) Job vacancies listed through WINZ for those hoping to get back into the workforce.
- [jobs.govt.nz](http://jobs.govt.nz) Jobs listed within government agencies, e.g. Ministry of Justice, Ministry of Education, etc...
- [jobs.search4.co.nz](http://jobs.search4.co.nz) A site run by the NZ Herald with recent listings.
- [te.co.nz](http://te.co.nz) Trade and Exchange. Employers can list their vacancies for free. Just click on jobs.
- [mahi.co.nz](http://mahi.co.nz) A site with Maori-focused employment opportunities. (You need to subscribe to the site to be able to view vacancies.)
- [newkiwis.co.nz](http://newkiwis.co.nz) For immigrants new to New Zealand.
- [seasonalwork.co.nz](http://seasonalwork.co.nz) Seasonal jobs, such as fruit picking. Ideal for travellers, or those looking for temporary work.
- [backpackerboard.co.nz](http://backpackerboard.co.nz) Other seasonal jobs throughout New Zealand and Australia.

## Overseas Job Websites

- [mycareer.com.au](http://mycareer.com.au) Vacancies listed with Australia.
- [monster.com](http://monster.com) Contains job predominantly for America and the UK, though there are listings for various parts of the world, including Asia, the Middle East and the Pacific Rim.
- [jobs.com](http://jobs.com) Another site listing US vacancies.
- [www.tntmagazine.com](http://www.tntmagazine.com) A good site for those intending on taking an OE to the UK. It has job listings, as well and tips on CV writing.

## Recruitment Agencies

Recruitment agencies are a handy place if you are looking for a job. You can give them your CV, and they will locate jobs fitting your skills and criteria. They can even help with fine tuning your CV.

Most recruitment agencies focus on a specific industry, like IT, teaching and admin jobs. Other agencies may list for a variety of industries. Below is a small selection of recruitment agencies, but are by no means all of them. If you want to find others, try using Google to search for them, or try the yellow pages.

You can always check out specific company websites, as some advertise internal vacancies on their own site. For example, you could check out [waitakere.govt.nz](http://waitakere.govt.nz), and see the [Careers](#) section for all the latest opportunities within Waitakere City Council.

### [ragtrade.co.nz](http://ragtrade.co.nz)

Lists jobs relating to fashion, from working in sales through to sewing garments.

### [backpackerboard.co.nz/work\\_jobs/job-recruitment-agencies.php](http://backpackerboard.co.nz/work_jobs/job-recruitment-agencies.php)

A good list of different recruitment companies that will be helpful to contact if you are looking for casual/holiday jobs, and possibly even full time jobs.

### [madison.co.nz](http://madison.co.nz)

Jobs listed with Madison are business or IT based, ranging from accounts or call centre, through to HR, sales and marketing. Check it out.

### [selecteducation.co.nz](http://selecteducation.co.nz) & [edgazette.govt.nz](http://edgazette.govt.nz)

Two good sites for those who want to find a job in the education sector, from early childhood through to secondary school.

### [careers.govt.nz](http://careers.govt.nz)

In the advice section, the careers website contains a comprehensive list of [Job Vacancy Links](#) to add to your favourites list.

### [google.co.nz](http://google.co.nz)

Don't forget to use Google in your job search. Try entering keywords such as 'recruitment agency', 'backpacker jobs', or any keywords that may be appropriate.

## Finding jobs elsewhere

Jobs are still regularly listed in local and regional newspapers, so it pays to keep your eyes peeled. The New Zealand Herald lists a comprehensive range of jobs in their Wednesday and Saturday news paper editions. The Western Leader, our local news paper, lists a great range of jobs in the Waitakere area. For your particular area, it would pay to find out what days your local news paper lists all the jobs.

## Applying for the Job

When you have your CV and cover letter ready, you can apply for current job vacancies you have found. Follow the specific instructions for each job application. Some may require you to send an e-mail with your CV and cover letter attached, while others may have an online form to fill in. See the **Seek: A 'how-to' guide** on **page 20** for help when applying for jobs on Seek.

## The Interview and Beyond

Once you have dazzled your potential employer with your CV, it is time to charm them in the interview to prove you're the person for the job. A few things to think about when preparing for your interview - what are you going to wear and what you might say when you are there. Below are a list of websites and links to some insightful information which will give you the confidence you need when going for an interview.

### [careers.govt.nz](http://careers.govt.nz)

A good range of interview advice, from how to prepare for the interview, what to do during the interview, right up to dealing with job offers or rejections.

- [Preparing for the Interview](#) and [Tips for a Successful Interview](#) are two articles on things to think about before you head into an interview, giving you confidence.
- When it comes to questions the employer may ask, check out the article [Questions Employers Ask](#). Need some answers? No problem, read the next article, [Tips for Answering Questions](#). Employers often ask if you have any questions. It is good to have a couple prepared, so take a look at [Questions You Can Ask](#) for some ideas.
- Once you have received a job offer or offers, take a look at [Dealing With Job Offers](#) for some handy advice. Of course, if you don't happen to get a job that you applied for, [If You Don't Get The Job](#) offers some suggestions.

### [seek.co.nz](http://seek.co.nz)

In the Career resource section, you can find advice on how to go about job interviews and how to negotiate any job offers that come your way.

- [Interview with Confidence](#): This section contains two articles of interest, the first being [The Key to Successful Interviews](#). In this article, you can find in-depth information, from how to prepare for the interview, common questions that could be asked, and what to do after the interview. The second article [Insider Tips on Interviews](#) has some snappy little tips for each part of the interview to consider before you go.
- [Negotiate your Job Offer](#): Included in this section is how to quit your current job without 'burning bridges', along with how to negotiate your remuneration.

### [momentum.co.nz](http://momentum.co.nz)

Momentum offer [Interview Tips](#) on their website. In the Useful Tools section, Interview Tips offer numerous articles that cover preparing for the interview, on the day of the interview, potential questions, questions to ask, and closing the interview.

## E-mail

Most job vacancies require the applicant to apply online. This means that you need an e-mail address that is checked on a daily basis. If you don't have an e-mail address, check out our Learning Centres website for instructions on how to create and use an e-mail address. The lessons we have include Gmail, Yahoo! Mail, and Hotmail. There is also a handout explaining the features of outlook express if this is the e-mail programme you use at home. Check out: [waitakerelibs.govt.nz](http://waitakerelibs.govt.nz) and click on the Learning Centre link to find our e-mail resources.

*Rapua te ara tika mou - Seek the path that's right for you.*

## Waitakere office

**Building 500, Unitec Campus**

**7 Ratanui Street, Henderson**

**Telephone (09) 489 2299 or (09) 835 3164**

**for an appointment.**

Career Services provides free and independent career information and advice at any age or stage of your life. We'll help you onto a career pathway that suits the life you want to live.

- ✦ One-to-one career planning and information - to recognise your strengths and identify your interests
- ✦ Learn how to get information about education, study and training opportunities
- ✦ CV and cover letters – what you need to include to get that interview
- ✦ Interview skills – how to impress and win the job
- ✦ Job search – what sort of work is out there and the best ways to look for work.
- ✦ Help in using the Career Services website – an easy way to explore information and get ideas.

0800 222 733

[www.careers.govt.nz](http://www.careers.govt.nz)

# Seek: A 'How To' Guide

[www.seek.co.nz](http://www.seek.co.nz)



## Website Basics

Seek is a job search website where employers advertise their current job vacancies. You are able to browse the website for jobs without registering. However, to apply or save favourite jobs, you are required to register online with Seek.

Choose what country you would like to work in.

Click here to register with Seek for the first time.

With Quick Search, use keywords, choose the desired location. Use the drop-down menus to select an industry.

Once you've registered with Seek, login here to review and change your profile. You can also view saved job vacancies, and a log of recently applied for jobs.

The screenshot shows the Seek website interface. At the top, there are navigation links for 'AU jobs', 'NZ jobs', 'UK jobs', and 'Education & training'. The main header features the Seek logo, the text 'NEW ZEALAND'S #1 JOB SITE', and '15,548 JOBS ONLINE'. Below this is a navigation bar with 'SEEK HOME', 'I.T. JOBS', and 'U.K. JOBS'. A 'Welcome. Login or Register now!' message is visible. On the left, there is a 'QUICK SEARCH' section with a 'KEYWORDS' input field and several dropdown menus for location, selection requirements, classification, and sub-classification. A 'SEEK' button is at the bottom of this section. To the right of the search section is a 'Login' box with fields for 'Username' and 'Password', and a 'LOGIN' button. Below the search and login sections is a 'Browse Job Ads' section with a list of job categories and their counts, such as 'Accounting jobs (1,849)', 'Administration jobs (1,092)', 'Banking & Fin. Services jobs (444)', 'Call Centre/Cust. Service jobs (653)', 'Community & Sport jobs (58)', 'Construction jobs (775)', 'Consulting & Corp. Strategy jobs (100)', 'Education & Training jobs (208)', 'Engineering jobs (1,168)', 'Government/Defence jobs (627)', 'Healthcare & Medical jobs (907)', 'Hospitality & Tourism jobs (539)', 'HR & Recruitment jobs (410)', 'Insurance & Superannuation jobs (96)', 'I.T. & T jobs (2,677)', 'Legal jobs (423)', 'Manufacturing/Operations jobs (332)', 'Mining, Oil & Gas jobs (34)', 'Primary Industry jobs (31)', 'Real Estate & Property jobs (81)', 'Retail & Consumer Prods. jobs (832)', 'Sales & Marketing jobs (1,029)', 'Science & Technology jobs (106)', 'Self-Employment jobs (25)', 'Trades & Services jobs (439)', and 'Transport & Logistics jobs (476)'. A 'My Last Search' section is located below the search section, showing a recent search for 'Senior & professional roles over \$100K'. A 'Senior & professional roles over \$100K' link is also present.

Your last search will be listed here for convenience.

Click on an industry you are interested in to find all jobs listed throughout the country.

## To Register

1. Open up Internet Explorer, and in the address bar type: [seek.co.nz](http://seek.co.nz)
2. Press enter. Once on the Seek website, click **Register now!** As seen below.

Welcome. Login or [Register now!](#)

3. Fill in the following form with all your details, making sure to put your full e-mail address, e.g. [name@provider.co.nz](#)

**Register with SEEK**

**Jobseekers**

Register with SEEK and get access to a range of free tools that makes searching and applying for jobs easier and faster:

- Job emails
- CV builder
- inclusion in the CV database
- application manager

My Account will store your details for your ongoing use. [Read more](#) about My Account.

Required fields \*

Email address: \*

Confirm email address: \*

Choose username: \*

Choose password: \*  At least 6 characters

Confirm password: \*

Where did you learn about SEEK? \*

**Yes!** Send me the SEEK Learning newsletter, for info and discounts on the best training to advance my career.

**Remember me on this computer.**

Your privacy is protected at SEEK. View the [PrivacyStatement](#).

**Confirm Email address:** To make sure you have entered in the correct address. This is the main way employers will contact you.

**Choose username:** This is what you will use to log in to the Seek website each time you search and apply for jobs. It is recommended that you use a semi-professional name. An employer may not be so eager to hire a “hotgirl31” for their accounting firm.

**Choose and confirm a password:** To ensure no-one else logs into your Seek account.

**Where did you learn about Seek?** Use the drop down menu to choose your answer.

It is recommended that you **do not** add a tick into the **Remember me on this computer** checkbox if you are using public computers.

Click **Finish** when you are ready to submit your form.

## To Login

1. Open up Internet Explorer, and in the address bar type: [seek.co.nz](http://seek.co.nz)
2. Press enter.
3. Once on the Seek website, on the right hand side of the page, enter your **Username**, and then your **Password**.
4. Click **Login**.

**Login**

Jobseeker  
 Advertiser

Username:

Password:

Remember me on this computer

[Register now!](#)  
[Forgotten password](#)

## Finding and Saving a Job

### Quick Search

On the left hand side is a quick search option. You can enter as little or as much information as you want. Obviously, the more specific your search, the more relevant results will appear. *For example, if you typed in receptionist and clicked enter, you would find jobs throughout New Zealand. It is better to be specific about the towns you wish to work in.*

The screenshot shows the 'QUICK SEARCH' interface with the following callouts:

- Keywords:** Put your specific **Keywords** here, e.g. radio, library, acting, accounting.
- Classification:** This is the industry, e.g. Education.  
**Sub-classification:** Specific areas of the first classification, e.g. early childhood, librarian etc...
- Locations:** These two menus are locations. The first '**Any NZ location**' is the city, e.g. Auckland. The second menu contains the main areas in the city, e.g. Waitakere, North Shore, etc...
- SEEK:** Click '**Seek**' once you have entered in all the details.

### Advanced Search

The advantage of doing an advanced search is that you can choose if you want a full or part-time job, or search multiple classifications. To do an advanced search, click on the **Advanced** tab next to **Quick Search** and a new page will appear. Enter in details as above.

The screenshot shows the 'Job Search' advanced search interface with the following callout:

- Classification:** To choose more than one classification, hold down control and click on each item you wish to search.

## Browse job ads

If you wish to browse jobs by category, click on whatever interests you. You will be given a list of jobs that have been posted throughout the country. You will then have the chance to choose a more specific category, or refine your search by entering more information.

### Browse Job Ads

* <a href="#">Accounting jobs</a> (1,849)	* <a href="#">Insurance &amp; Superannuation jobs</a> (96)
* <a href="#">Administration jobs</a> (1,092)	* <a href="#">I.T. &amp; T jobs</a> (2,677)
* <a href="#">Advert./Media/Entertain. jobs</a> (156)	* <a href="#">Legal jobs</a> (423)
* <a href="#">Banking &amp; Fin. Services jobs</a> (444)	* <a href="#">Manufacturing/Operations jobs</a> (332)
* <a href="#">Call Centre/Cust. Service jobs</a> (653)	* <a href="#">Mining, Oil &amp; Gas jobs</a> (34)
* <a href="#">Community &amp; Sport jobs</a> (58)	* <a href="#">Primary Industry jobs</a> (31)
* <a href="#">Construction jobs</a> (775)	* <a href="#">Real Estate &amp; Property jobs</a> (81)
* <a href="#">Consulting &amp; Corp. Strategy jobs</a> (100)	* <a href="#">Retail &amp; Consumer Prods. jobs</a> (832)
* <a href="#">Education &amp; Training jobs</a> (208) *	* <a href="#">Sales &amp; Marketing jobs</a> (1,029)
* <a href="#">Engineering jobs</a> (1,168)	* <a href="#">Science &amp; Technology jobs</a> (106)
* <a href="#">Government/Defence jobs</a> (627) *	* <a href="#">Self-Employment jobs</a> (25)
* <a href="#">Healthcare &amp; Medical jobs</a> (907) *	* <a href="#">Trades &amp; Services jobs</a> (439)
* <a href="#">Hospitality &amp; Tourism jobs</a> (539)	* <a href="#">Transport &amp; Logistics jobs</a> (476)
* <a href="#">HR &amp; Recruitment jobs</a> (410)	

## Saving a job you wish to apply for

To get a good idea of what jobs are available, search widely before you start applying for them. As you find a job you are interested in, save it to your favourite list. You can come back to them at the end of the session to review them and then apply. This gives you the chance to find something that interests you, rather than the first one you saw.

VIEW SELECTED | SAVE SELECTED | 0 jobs selected | Sort By: Date

- [National Event Coordinator | New Zealand Golf](#)  
Wellington Central | New Zealand Golf  
Wellington based full time position  
[Advert./Media/Entertain.](#) > [Event Management](#) 18 Dec 07
- [Events Assistant](#)  
Auckland - Inner | DDB  
The best events team in New Zealand is looking for a new recruit  
[Advert./Media/Entertain.](#) > [Event Management](#) 14 Dec 07
- [Producer, Public Programmes - Arts and Audience Development](#)  
Auckland | The Edge  
Fantastic opportunity within the Performing Arts Directorate of an NZ entertainment icon!  
[Advert./Media/Entertain.](#) > [Event Management](#) 13 Dec 07
- [Crackerjack Event Manager](#)  
Auckland - Inner | Crackerjack Promotions  
Crackerjack Promotions is currently seeking an Event Manager to work on the Farmers Santa Parade, St Patricks Festival, corporate events....  
[Advert./Media/Entertain.](#) > [Event Management](#) 07 Dec 07

Click on the blue writing to get more details of the job.

Put a mark in the checkbox if you wish to save to favourites. Once you have marked all the ads you want, click **Save Selected**.

This date represents when the ad was posted. Sometimes older positions may have already been filled.

You will know that you have successfully saved the jobs if the message below appears. Click **View in My Account** to see all the jobs you have saved.

**Success**  
1 job has been saved. [View in My Account](#) (1 job)

## My Account

Near the top, click **My Account** to edit your details.



## My Saved Jobs & Applications Summary

Listed here will be all jobs that you have selected and saved. Their status is shown letting you know where you are at with each job. If you no longer want a job in the list, click the check-box on the right hand side of the listing and click delete.

Date Saved	Job Title	Advertiser	Application Status	Select
04 Jan 08	<a href="#">Extras, Actors &amp; T...</a>	Recruiting...	<a href="#">Apply now</a>	<input type="checkbox"/>

[View all saved jobs and applications \(1\)](#) DELETE

Click here to view more information on the selected job.

Click here to apply for the job.

## My Job Mail & Saved Searches

Creating a **Job Mail** allows you to receive jobs to your e-mail that you may be interested in. E-mails will be sent daily, and includes any new additions to the site that meet your criteria.

Saving a **Search Profile** saves time, meaning that each time you login, just select your saved search profile, and away you go.

Get jobs emailed to you or simply save your frequent search profiles. That allows us to work behind the scenes to email you whenever jobs pop up that match your search profile...or profiles (save up to 10 of them). Select Job Mail and watch the jobs roll into your inbox, daily.

- ▶ [Create a Job Mail](#)
- ▶ [Save a Search Profile](#)
- ▶ [View an example Job Mail](#)

## My CV's

Create a CV using Seek's simple template. Click on **Create a CV** and design a custom CV to use when applying for jobs. Follow the given instructions.

**My CVs**

Create an online CV using SEEK's simple template. Attach it to your SEEK job applications or make it available for thousands of recruiters and potential employers to view in the SEEK CV Database.

- ▶ [Create a CV](#)
- ▶ [View an example CV](#)

## Applying for a job

At the bottom of the job description is an **Apply Now** button. Give this a click to find the next step. Some give you an application to fill out, while others direct you to the website where you can get details of the vacancy. Some companies may want you to apply online where other companies may want to you download the application form and send it on to them manually.

Only people with the right to work in New Zealand may apply for this position.  
**For advice on obtaining New Zealand work or residence visas visit the [New Zealand Immigration Service](#).**

[Protect Yourself](#). Don't provide bank or credit card details when applying for a job.

**APPLY NOW**