



Your guide to

Landing your dream job

Writing your CV
Interview tips



GETTING A JOB

The first step for on-the-job training is to get a job.
The main things employers are looking for are a good attitude and a drivers licence.

Show you're interested

Employers want to know you're interested in their industry and their business. So take the time to learn about the company before you approach them.

Be willing to learn

Show employers that you've mastered new skills in the past - and that you're keen to keep learning.

Show a great work ethic

Your employer wants to be able to rely on you. Turn up on time, follow instructions and work hard!

Be a team player

Employers are looking for people who fit in. Show them you're friendly, helpful and reliable.

Volunteer for work experience

It's a great way to show you're interested in an employer's business and motivated to get ahead. And you may even get a job offer.

Make a plan

And stick with it! It can take a while to find the right job. Persevering will pay off!

TOP TIP

Ask your friends and family to connect you with people who work in the industry you're interested in. Call them or go and see them and ask lots of questions. If you're keen enough, they may be able to help you find a job.

...WRITE YOUR CV

Writing your CV and covering letter

Your CV and covering letter are important tools. They show what you've done, what skills you already have and why the employer should choose you. There are plenty of templates available to help you.

What's most important is that you write it from an employer's point of view. Think about the skills they will be looking for and make them the top things you include.

Employers in different industries are often looking for similar skills. These are called transferable skills (that means they can be transferred from one type of work to another). These are really useful skills to concentrate on when you're starting out. Everybody has at least some of them.

Skills employers want

- » Communication skills
- » Customer service skills – in person, on the phone and online
- » Ability to work well in a team
- » Literacy and numeracy skills
- » Using computers and technology
- » Planning and organisational skills
- » Initiative and a can-do attitude
- » Problem-solving skills
- » Good work habits and independence
- » Health and safety skills

Job specific skills

When you're applying for jobs, look closely at the job description. That will tell you the things an employer is looking for. **Be honest.** If you don't have a skill they're looking for, tell them what you have done that's similar or tell them how keen you are to learn that skill. Don't be shy to tell them about your nearest matched skills.

For example:

What the job description says...

'Ideally you have commercial crewing experience.'

What you can say...

"While I don't have commercial crewing experience, I have crewed on private boats for family and friends and done lifesaving, first aid and boatmasters training and am very keen to learn."

TOP TIP

Don't just use one CV for all the jobs you apply for; write the CV for each and every job. Order your information to match the skills and experience they list in the job description.



INTERVIEW TIPS

First impressions count

- » Dress smart – get a haircut if needed and wear clean, conservative clothing
- » Be positive, smile and show enthusiasm
- » Body language – be open and expressive, sit up and speak clearly
- » Arrive early for your interview
- » Ensure your mobile phone is on silent or switched off
- » Preparation – make sure you have researched your future employer
- » Practice – think of example answers for the questions below
- » Tidy up your social media account – your new boss might look you up online
- » Always ask questions – this is your chance to ask the employer anything you want to know about your employer and the job you are applying for.

Sample interview questions

- » Can you tell us about yourself?
- » Why do you want to work for this organisation?
- » What made you apply for this particular job?
- » Have you done this kind of work before?
- » How will we benefit from taking you on?
- » What are your strengths and weaknesses?
- » Tell me about a time when you had to deal with conflict/experienced failure/resolved a problem/achieved a goal/took a leadership role within a group.

Before the interview

- » Research the organisation
- » Prepare questions about the role
- » Practice your interview skills with friends and family
- » Familiarise yourself with the role and job application
- » Write down all your skills and be confident with your ability to do the job
- » Plan your journey, allow for extra travel time, know where you are going to park.

At the interview

- » Smile and shake hands with your interviewer and maintain eye contact
- » Take time to think about your answer to every question. If you misunderstand the question don't be afraid to ask the interviewer to repeat the question
- » At the end of the interview, thank the interviewer for their time. You could ask the next steps in the recruitment process.

After the interview

- » If possible, email the interviewer and thank them for taking the time to see you. This shows that you are interested in the role and are professional
- » It may take several weeks before you hear back about your interview – if you haven't you can politely call or email the company
- » You may be asked to come back for a second or third interview. This is quite normal as recruiting can be a lengthy process.

Employability skills GET READY FOR WORK

Employability skills are personal qualities or attitudes that make you ready for work. Below are the top skills New Zealand employers say are essential for the workplace*.

Positive attitude

Having a positive attitude is like showing up to your team's game ready to give it your best, excited and ready to go even if the chances of winning are low and it's going to be hard work.

Communication

You have good communication skills if you can listen well, you don't swear at work or have a bad attitude, you can ask for what you want clearly and you're not afraid to ask if you don't understand something.

Team work

Team work is just like when you're playing sport or performing in a band. You help each other to get what you want, you make sure you do your part, you get on with everyone and you respect your coach or manager.

Resilience

Maybe you've worked really hard on that NCEA project and got a Not Achieved and feel like giving up? Or your family moves to a new town, away from your friends? Resilience is accepting that life does get hard at times and does change. It's about being able to change, ask for help and keep going.

Self-management

When you manage yourself, you are in control of what you do and say in a way that doesn't harm yourself or others. You turn up to school or work on time, in the right clothes and ready to start, and people can rely on you.

Willingness to learn

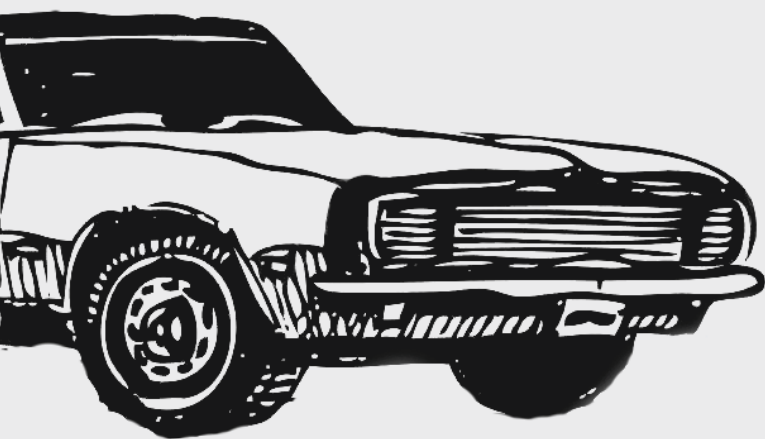
Willingness to learn is showing that you're happy to learn new things to do your job well. It also means that when, for example, your coach says that you need to work on your passes, or your kapa haka teacher says you need to improve your actions, you don't get too upset, but take it calmly and try hard to do better.

Thinking skills

Using thinking skills means to use your initiative – if you see a problem, don't wait for someone else to fix it, find a way to do it yourself. When you make a decision, such as what to do when you leave school, you think carefully about all your choices and ask for advice.

*Source: Careers NZ

Getting your DRIVERS LICENCE



Having a New Zealand Drivers Licence could increase your chances of getting a job, depending on the career you choose.

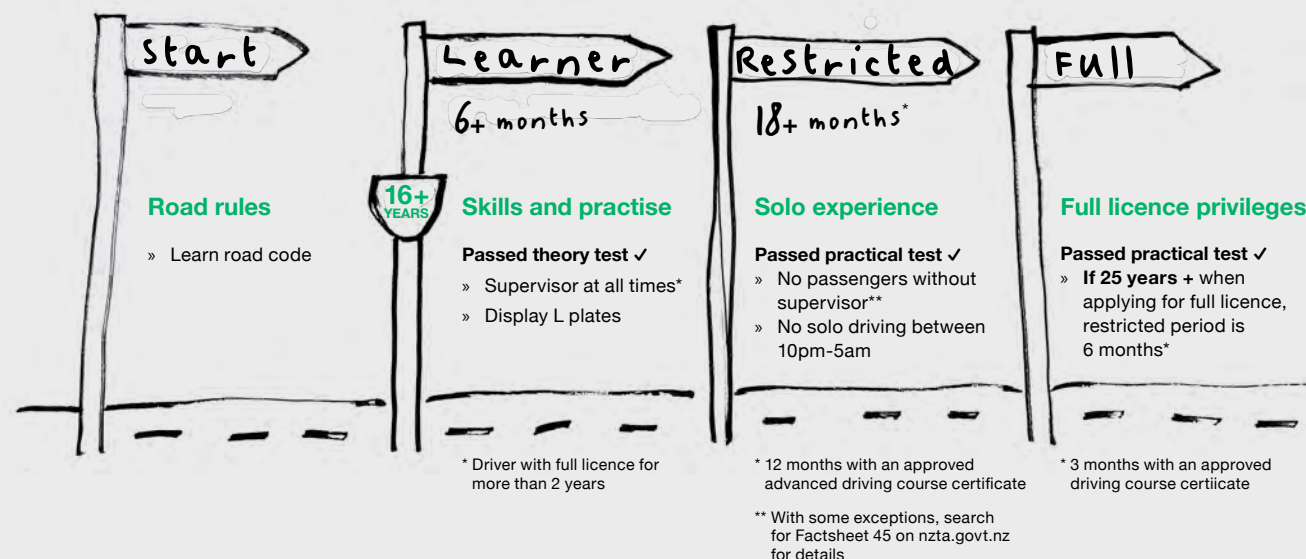
You can get your Learner Licence when you turn 16, which means you can drive an automatic or manual while you learn to drive, supervised by someone who holds a Full Driver Licence.

Once you have had your Learner Licence for six months you can apply for your Restricted Licence, which means you can drive on your own between 5am to 10pm.

When you have had your Restricted Licence for at least 18 months you can apply for your Full Licence which means you can drive an automatic or manual, without supervision, with passengers, at any time.

For more information about the process, see www.nzta.govt.nz

The roadmap for your car licence



RESEARCH CONFIRMS apprentices are mostly better off than graduates

New research is questioning the widely held belief that a university education leads to a more successful career for a school-leaver than an apprenticeship. A study by Berl shows that apprentices are financially better off than university graduates throughout most of their careers.

“Apprentices contribute to the economy earlier, earn earlier, buy a house earlier, contribute to KiwiSaver earlier and pay off their mortgage earlier,” says Industry Training Federation Chief Executive Josh Williams, who commissioned the research.

“An apprentice has a head-start which results in them being ahead of their university counterparts throughout most of their working lives. In the middle of their careers they have paid off most of their mortgage and have no other debts. At the end of their working lives there is little to no difference between a university graduate and an apprentice.

“Better than first year free, is first year paid. Workplaces make the best classrooms because you get paid, get qualified, and can launch a highly skilled, in demand, career without racking up a student loan.”

An example of this is plasterer Rikki Dewes. He left school at 16 to find a trade, and went on to become apprentice of the year in both New Zealand and Australia. His advice to young people: if you want to own your own home, car and

‘toys’, as he now does, become an apprentice. Because skills become careers that can take you where you want to be.

“Twenty-eight percent of new trainees are university graduates. Apprenticeships are for smart people too and many go on to own and run their own businesses. Meanwhile, some graduates never use the degrees they studied for,” Williams says.

Instead of focusing on average income which previous studies have done, the research models the financial position of a graduate, versus an apprentice, versus a person who does no formal training over their working life and accounts for the flow and growth of their income.

When they reach their 40s (mid-career) an apprentice can expect to have net assets of \$489,827, somebody with a bachelor degree or higher can expect to have \$229,806 and a person who gets a job straight out of school can expect to have assets worth \$399,501.

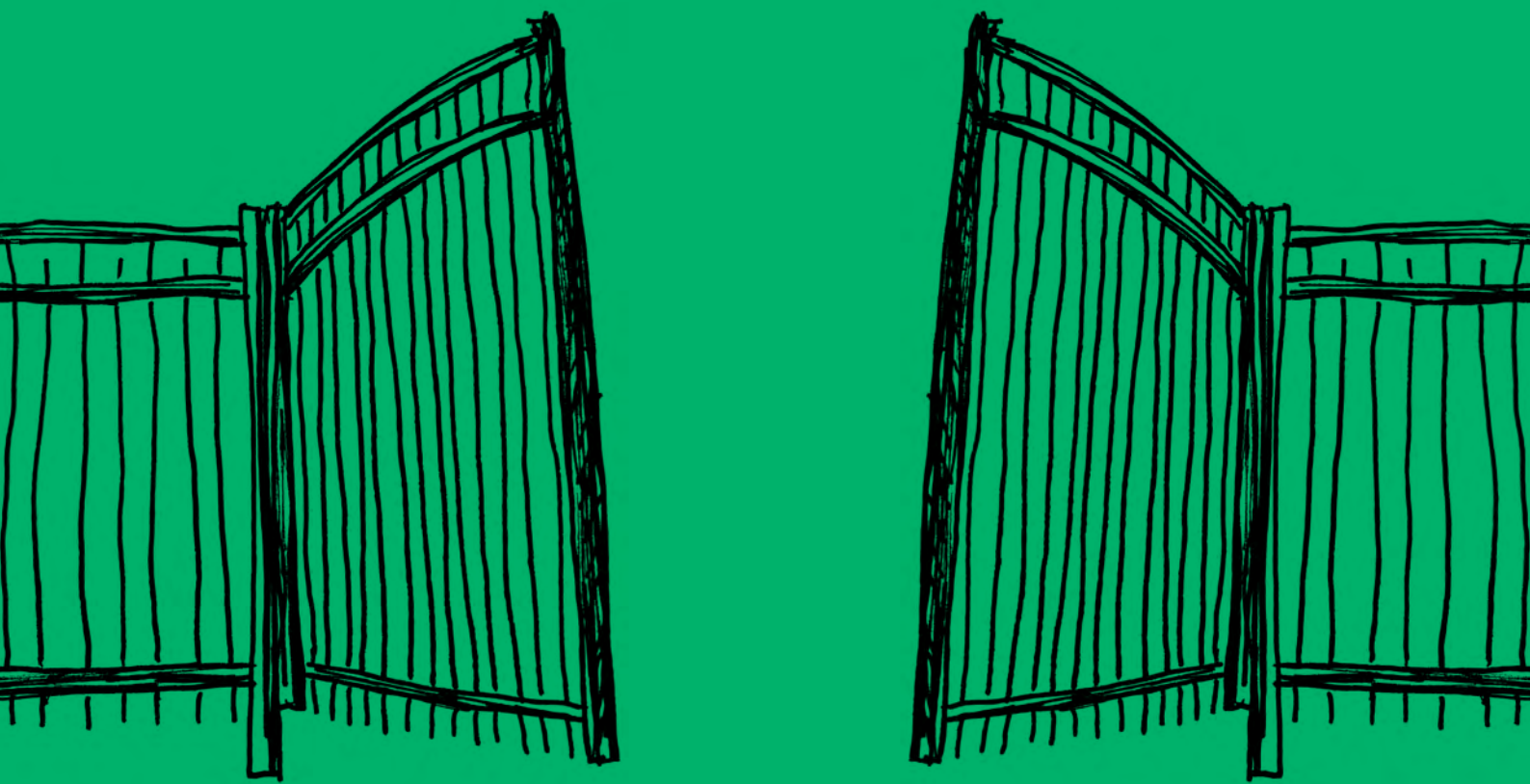
At the end of their career their financial positions are almost equal. Somebody with a bachelor degree or above can expect to have net assets of \$1,854,126 while the net assets of somebody who trained as an apprentice will be \$1,849,169.

The Industry Training Federation is a voluntary membership organisation representing all of New Zealand’s 39 industry training organisations, including Competenz.

This article is a press release from the Industry Training Federation.

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GATEWAY



Gateway is a ten-week programme for Year 11 to 13 students and is a fantastic opportunity to experience what it's like to work in a trade.

You will be matched up with a local business and will most likely spend one-day a week for ten-weeks (or ten days during the school holidays) in the workplace completing basic unit standards and gaining NCEA credits.

Work placement is unpaid, but you can think of it as a ten-week job interview. If you make a good impression, it could lead to an apprenticeship job straight out of school.

We offer Gateway programmes in the following industries:

- » Baking
- » Butchery
- » Engineering
- » Furniture making
- » Forestry

LITERACY AND NUMERACY Support

When you can't read, write, add numbers or measure correctly, it can really affect your learning in the workplace. You are at a higher risk of making unnecessary mistakes on the job.

But if it's something you are concerned about, don't let it stop you!

Competenz helps apprentices and trainees to improve their literacy and numeracy levels.

Our training advisors will be able to recognise when you're finding things challenging, and they can figure out the type of support you need. We have a network of people all over New Zealand to help you with literacy and numeracy.

If you are worried about your ability to become a successful apprentice or trainee, please contact our team and we can talk you through it.

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so what are you
waiting for?

KICK-START YOUR CAREER