

Making your Career Kakala

Applying for jobs: CVs, cover letters and more



Tertiary Education
Commission
Te Amorangi Mātauranga Matua



Afio mai

Talitali fiefia

Bula

Kam na mauri

Nau mai

Fakaalofa atu

Ulu tons

Uhufale mai

Noa'ia

Kia orāna

This book will guide you through creating a great job application, including preparing a CV and writing your cover letter.

What is a CV?

A curriculum vitae (CV) is a document highlighting your skills and attributes, work experience and education. It shows potential employers a summary of what you have done in the past.

What is a cover letter?

A cover letter is a formal letter introducing yourself to the employer and should outline why you are suited to the job.

Your cover letter needs to show:

- why you are interested in the role
- how your skills and experience match the job
- why an employer should read your CV.

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Toli mo fili

Fai'aki e 'ilo 'oua 'e fai'aki
e fanongo

Do it by knowing,
not by hearing

Tongan proverb



Preparing to write your CV

Before you start to write your CV, you need to prepare by thinking about your skills and what you can offer an employer.

What is a CV?

A curriculum vitae (CV) is a document highlighting your skills and attributes, work experience and education. It shows potential employers a summary of what you have done in the past.

What are skills?

Skills are the things you do well. They are abilities you have learned.

Some examples include:

- motivating people to do their best
- finding good solutions to problems
- designing patterns or matching colours.

Employers look for proof that you have the skills they want. You need to be able to name the skills you have and give examples of how and when you have used these skills.

Types of skills

There are 2 types of skills employers look for – technical and personal.

What are technical and personal skills?

Technical skills are particular to a job – for example, nursing, software development or having a heavy vehicle licence.

Personal skills (sometimes called employability skills) are used in many different jobs – for example, problem solving, leadership and customer service.

Where did I get my skills from?

You get your skills from experiences and activities in different areas of your life.

You learn and develop new skills throughout your life through all kinds of things that you are involved in, such as voluntary work, paid work, study and leisure activities.



Tip

Go to careers.govt.nz/tools/skill-matcher to get job ideas from the skills you have.

Brainstorm the skills you have in each of these areas.

Education and training

- Tertiary education
- Night classes, hobby or craft courses

Notes:

Home

- Caring for children and elderly family members
- Growing vegetables, flowers, plants, herbs and fruit

Notes:

Interests and hobbies

- Fine arts, music, drama, creative writing, floral art
- Sports participation and organisation

Notes:

Voluntary and community work

- Teaching groups of children or adults
- Fundraising by telephone or door-to-door

Notes:

Personal/employability skills

Personal/employability skills are the qualities and attitudes needed to perform a job. Employers look for employees with personal skills that fit the job and the business. The skills below are commonly required within the workplace. Think about which of the personal skills below you have and how you have used these.

Self-management (using time wisely, showing initiative)

Teamwork

Positive attitude

Communication



Interpersonal skills

Problem solving

How do I use my skills?

Tick the words below that describe tasks or responsibilities you have had. Use these words to help you to identify your skills.

 <p>Helping</p> <p>coach demonstrate facilitate familiarise guide refer represent</p>	 <p>Communicating</p> <p>correspond direct draft edit motivate negotiate promote</p>	 <p>Customer service</p> <p>attend to assist negotiate promote provide</p>	 <p>Practical/technical</p> <p>assemble build calculate maintain operate repair solve</p>
 <p>Training</p> <p>coach co-ordinate develop explain facilitate guide inform instruct</p>	 <p>Administration</p> <p>arrange collect dispatch maintain monitor operate prepare record</p>	 <p>Computing</p> <p>design install programme publish word-process</p>	 <p>Management</p> <p>assign co-ordinate evaluate lead organise plan review report</p>
 <p>Creative</p> <p>create design develop illustrate perform</p>	 <p>Leadership</p> <p>achieve direct establish initiate introduce motivate</p>	 <p>Achievement</p> <p>award complete develop implement improve increase introduce</p>	 <p>Researching</p> <p>assess evaluate examine identify interpret interview investigate</p>



My skills

Use the table below to brainstorm the skills you have and how you have used them.



Technical skill

Example: Administrative tasks and tools

How I have used this skill

Example: Operating office equipment such as photocopiers, printers and telephones



Personal skill

Example: Verbal communication

How I have used this skill

Example: Communicated easily with people from a wide variety of backgrounds and ages

Example: Interpersonal skills/customer service/sales

Example: Effectively increased customer sales in various roles

Writing your CV

- Your CV should be a brief, positive and interesting snapshot of yourself. Highlight the things the employer is looking for.
- Brainstorm all of the experiences you've had and the skills you've developed. Don't forget things you do outside of work. Give examples wherever you can.
- Look at example CVs for ideas on how to lay out and choose words for your CV.

Match your skills to their needs

Your CV should show a potential employer you're the person they're looking for and that they will benefit from hiring you.

Employers are busy, so your CV needs to show clearly how you match their needs. Increase your chances of getting an interview by targeting your CV to the job you are applying for.

Three questions to ask yourself

→ **When someone scans my CV quickly, will they think it looks interesting?**

→ **When they read my CV, will they think I have the skills they need?**

→ **When they choose CVs to shortlist, will they think I am worth meeting?**



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

After you apply for a job, your CV may go through computer software called an applicant tracking system (ATS). This makes it important to write your CV using the key skills and words listed in the job advertisement.

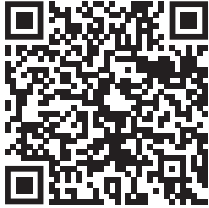
This is a software tool that recruiters use to automatically rank CV and cover letters.

A hiring manager chooses a few key words, and the ATS searches for them in the documents.

These key words are usually the job title, the industry and some of the relevant skills.

Two types of CVs

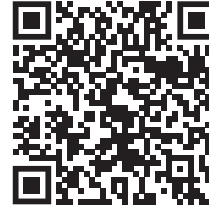
There are two main types of CVs you can create, depending on your past work experience and the skills you have. If you have more examples for one section of your CV and fewer for others, that's OK. It just means you need to structure your CV in a different way which highlights your strengths.



Work-focused CV



Use this CV if you have work experience and are looking at progressing your career.



Skills-focused CV



Use this CV if you are changing careers, leaving school or have gaps in work history or limited work experience.



Checking your CV

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

Task	Done
Name and contact details are clearly stated on front page	<input type="radio"/>
Text is black and all in the same font and easy to read (font size 11 or 12)	<input type="radio"/>
Contains all related information – use the job description and ad as a guide	<input type="radio"/>
Personal profile or career objective is relevant and to the point	<input type="radio"/>
Headings are correct and are all the same font and size	<input type="radio"/>
Skills relate to experience and key words from job ad are used	<input type="radio"/>
Bullet points are used and lined up	<input type="radio"/>
Most recent jobs listed first	<input type="radio"/>
Highest or most relevant qualifications listed first	<input type="radio"/>
Sections are not split over to other pages	<input type="radio"/>
Information is stated in full (no abbreviations or acronyms)	<input type="radio"/>
Spelling and grammar are correct	<input type="radio"/>
Images, photos, text boxes and tables have been removed	<input type="radio"/>
Referees are checked to ensure contact details are correct	<input type="radio"/>
Personal interests and hobbies are included	<input type="radio"/>
CV is no more than two to three pages	<input type="radio"/>
Ask someone you trust to look over your CV and give feedback	<input type="radio"/>

CV example

Use the following example to help you write your CV.

Pare Bennett

Auckland 8888
099 999 9999
Pjbennettwork@email.com
www.linkedin.com/in/pjbennett05

Personal statement

Compassionate caregiver who knows how to keep a level head during emergencies. Able to provide a number of services to clients to make them feel comfortable and safe at all times. Has certification in first aid techniques as well as CPR. Excellent at showing proper bedside manner. Specialises in looking after elderly clients.

Technical skills

- Using a glucometer
- Skilled in using electronic blood pressure units and oxygen equipment
- Familiar with medical software
- Knowledge of medication dosage procedures

Personal skills

Communication skills

- Active listener who takes time to understand what a client is trying to communicate
- Communicates in a calm, upbeat, friendly manner to help clients feel welcomed and listened to
- Presents monthly statistics to board meetings

Energy and enthusiasm

- Reads and plays card and board games with clients, encouraging participation and engagement
- Supports clients who need to go to the doctor's office and is supportive when less favourable news is given

Interpersonal

- Trained family members of clients on how to care for loved ones when staying with them
- Directed clients on how to use medical devices such as prosthetics or crutches

Work history

Top Notch Carer Auckland 2013–present

Caregiver

- Assisting client with getting out of bed in the morning and helping her get dressed
- Bathing client, and checking her vitals first thing
- Performing a variety of chores for the client such as doing laundry, going to the store to purchase groceries and directing proper use of medication
- Offering transportation to client so she can continue being an active member of the community
- Preparing meals for the client so she can keep a healthy balanced diet

Quantum Care Auckland 2011–2013

Personal Care Aide

- Administered personal hygiene assistance to clients at their bedside
- Maintained clients' records, and retrieved them when asked by supervisor
- Trained family members on how to care for loved ones when staying with them, and showed people how to perform the basics of CPR
- Worked with other health care professionals, such as physiotherapists, to give clients more adequate care

Education history

Diploma in Caregiving AUT – Auckland 2008–2010

Certificate in First Aid St John's 2019

Volunteer and community work

Community Defence Volunteer Auckland 2018

- Cleaned up beaches after devastating storm
- Handed out care packages to families
- Coordinated meals on wheels volunteers

Interests

Family time, church activities, Pasifika Festival coordinator

Referees

Earl Cave

Regional Manager

Top Notch Carer

023 232 2322

earl.cave@topnotchcarer.co.nz

Deanna Munro

Owner

Quantum Care

023 333 3333

deanna.munro@quantumcare.co.nz

Collecting information for your CV

Use this form to help you gather information to put in your CV.

Name

.....

Phone

.....

Email

.....

Driver licence number

.....

Personal statement

A personal statement provides a brief outline about the type of work and role you would like and the industry you want to work in. Keep this to 3–4 sentences. It's a good idea to write your personal statement after you have collected all your information, so do this last.

.....
.....
.....

Key skills

Examples:

Labouring

- A range of labouring skills including concreting, digging, heavy lifting and fixing fences
- Various horticulture skills such as picking, pruning and clearing the ground for planting.

Teamwork

- Experienced in working with teams, ensuring all tasks are completed and helping others when required.

Technical skills

•
•

Personal skills

•
•

Example

.....

Example

.....

Work history

List your roles and the tasks and duties you were responsible for in each role.

Examples:

Labourer

2018–current

1234 Gib Systems (temporary, part time), Onehunga

- Loading and unloading sheets
- Screwing off gib sheets and cutting gib sheets
- Cleaning and tidying work area and cleaning equipment.

Role

Period employed

Business name, location

Tasks and duties

-
-

Role

Period employed

Business name, location

Tasks and duties

-
-

Qualifications

List any qualifications you have, such as a certificate, degree or registration. You can also give details such as projects or achievements.

Examples:

National Certificate in Construction Trade Skills – Level 3

2018–current

Te Wānanga O Aotearoa, Māngere

- Transcript of qualification and units can be given on request.

Qualification

Year of graduation

Qualification provider

Optional: Projects/achievements

-

Qualification

Year of graduation

Qualification provider

Optional: Projects/achievements

•

Training

List any other training you have completed.

Examples:

Pacific Work Connect

2020

First Aid Certificate

2020

Tertiary Education Commission

Red Cross

- New Zealand workplace culture, preparing a New Zealand-style CV

- Current, expires 2022

Name of training

Year

Training provider

Some details about what you did

•

Voluntary or community work (optional)

List any voluntary or community work you have done, especially if it's related to the job you're applying for.

Examples:

Youth Leader

2016–2017

St Paul's Church, Auckland

- Organised a roster and gave members duties and tasks for youth meetings
- Coordinated events and fundraisers.

Role

Period volunteered

Name of club, community group, church, etc

Optional: Some details about what you did

Personal interests/activities

Add two or three bullet points detailing interests and/or hobbies you are involved in. Include any interests or activities that demonstrate skills or abilities relevant to the application.

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.

Choosing the right referees is important.

A **character referee**, such as a sports coach or church leader, can be used when you have limited work referees. This can be someone who knows you well personally and can recommend you based on your personal attributes.

Choose referees who are professional, easy to contact and can talk about how you work. Make sure you let them know they will be contacted.

Best: Your manager, team leader, supervisor or CEO

Good: A project manager, client, or who you reported to

If the above are not available: A coach, community leader, client or course tutor

Referee's name

Job title

Phone

Organisation

Mobile

Email

Character referee's name

Title (eg, church leader)

Phone

Organisation/community/church group

Mobile

Email



Check out careers.govt.nz

Now that you have finished putting your information into the form above you can go online and transfer this information into the CV Builder or choose another template.

- **CV Builder** – careers.govt.nz/tools/cv-builder
- **CV templates to use** – careers.govt.nz/job-hunting/cvs-and-cover-letters/templates

Decoding a job advertisement

Below is an example of what to look for in a job description when preparing your CV and cover letter.

Forklift driver
ABC Construction Ltd.

Description
The role will include:

- Transporting timber frames and trusses across the plant and yard
- Loading and unloading them into delivery trucks
- Moving materials across to the loading bay
- Multitasking and assisting with the manual loading including often dismantling the machine to assist with other manual tasks in the yard

What's in it for you?

- Monday to Friday with the occasional Saturday shift; Work hours from 6:00 am to 6:30 pm
- Work for a client who puts emphasis on good team work culture and places health and safety at the forefront of operations

To be successful you will need:

- Physically fit and motivated to work
- Experienced in operating a forklift (with F endorsement) is a must
- Having a class 2 licence and reliable transport would be an advantage
- Must pass a drug screen and disclose criminal convictions
- Must have 2 work references
- Can start immediately

An example of the tasks you will do in the role. Include examples of similar tasks you have done in your CV and cover letter

An example of a transferable skill. Give examples of your similar transferable skills in your CV

Example of tasks

In your cover letter add that you are able to work those hours and occasional shift work

Highlight your ability to work in a team
Give an example of your experience with health and safety eg, first aid training

Highlight and give examples in your cover letter

Give examples in your CV under tasks where possible

Highlight your ability to work in a team
Give an example of your experience with health and safety eg, first aid training

Highlight and give examples in your cover letter

Very important – put this in your cover letter and CV

Highlight and give examples in your cover letter

Highlight and give examples in your cover letter

If you have this, put it in your cover letter as it is an advantage but not a must-have. If you don't have it you could talk about your current level and if you are looking at going for your licence in the near future.

Highlight your ability to work in a team
Give an example of your experience with health and safety eg, first aid training

Add your referees to your CV at the end under Referees, or state that referees will be given by request

CV

Cover letter

CV and Cover letter

Matching your skills and experience to the job

What to look for (forklift driver example)	What I know or have (example)
<p>What do you know about the organisation? Look on the website or talk to people. What do they do?</p>	<p>Information about a similar organisation I have worked for (optional)</p>
<p>What is the job? What are the responsibilities, duties and tasks?</p> <ul style="list-style-type: none"> • Loading and unloading timber frames and trusses and moving them across the plant. • Using a forklift to lift and move timber frames and trusses. 	<p>My past responsibilities, duties and tasks</p> <ul style="list-style-type: none"> • Loaded and unloaded crates of vegetables from moving vehicles and pallets. • Over 2 years' experience using a forklift while working at ABC.
<p>What technical skills/knowledge are they looking for?</p> <ul style="list-style-type: none"> • Forklift licence • Class 2 driver licence (preferable) 	<p>My technical skills and knowledge</p> <ul style="list-style-type: none"> • Currently have a Class F forklift licence. • Have had a full NZ driver licence for 1 year and can drive manual and four-wheel-drive, keen to apply for Class 2 driver licence.
<p>What transferable skills are they looking for?</p> <ol style="list-style-type: none"> 1. Physically fit 2. Team work 3. Motivated to work 4. Multitasking 	<p>My transferable skills and how I have used them</p> <ol style="list-style-type: none"> 1. Packed and lifted vegetable crates. Keep fit by running, playing rugby and gym work. 2. Playing in sports teams, currently captain of rugby team. As a packer, helped other team members to complete their tasks. 3. Do hard physical work as a packer, doing 8-hour days and early rosters. Also worked weekends as a forecourt attendant for BP. 4. Often have identified tasks that need doing such as keeping area tidy, moving stock.
<p>What else are they looking for?</p> <ul style="list-style-type: none"> • Knowledge of health and safety 	<p>How I meet other requirements</p> <ul style="list-style-type: none"> • Had a high understanding of health and safety while working as a packer.



Now it's your turn. Write down information from a job description for a job you are applying for.



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.

What to look for

What do you know about the organisation? Look on the website or talk to people. What do they do?

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What is the job? What are the duties and tasks?

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What technical skills and experience are they looking for?

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What I know or have

Information about a similar organisation I have worked for

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My past duties and tasks

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My technical skills and experience

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What to look for

What transferable skills are they looking for?

What else are they looking for?

What I know or have

My transferable skills and how I have used them

How I meet other requirements

Finally, remember these top tips for success when applying for jobs:

- Apply for jobs that closely match your skills and qualifications.
- Give yourself plenty of time to apply.
- Make sure you have a professional email address.
- Follow the application instructions carefully.
- 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.
- Put your name in the CV filename before sending.



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.



Tip

For further help with your CV and cover letter, refer to our workbook *Applying for jobs: CVs, cover letters and more* or visit careers.govt.nz.

Tui

O le upega e tautau, 'ae fāgota
If at first you don't succeed
try, try and try again

Samoaan proverb



Preparation and planning are the key to a successful job search.

Preparing your CV and cover letter

Employers are busy, so your CV and cover letter need to clearly show how closely you match what the employer is looking for.



Tip: Here are some tips on preparing your CV and cover letter

- Don't use the same CV and cover letter for every job application.
- Read the job advertisement and/or job description and highlight the key skills and qualities the employer is looking for.
- To find out what skills employers are looking for in the industry or job you want, visit careers.govt.nz.

Decoding the job description

Often the role you are applying for will have a job description that covers what you will be doing in that role, the types of skills and experience they want and an overview of the organisation.

To write a CV and cover letter that will impress the employer, use information from the job description.

Follow the steps below to help you understand the job description

Step 1

Find out what the organisation does.

- This is usually in the job description but you might need to research further.
- Look for information on the organisation's main products or services. You can do this by looking at their website and talking to people you know.
- Think about how your values and goals fit those of the organisation.

Step 2

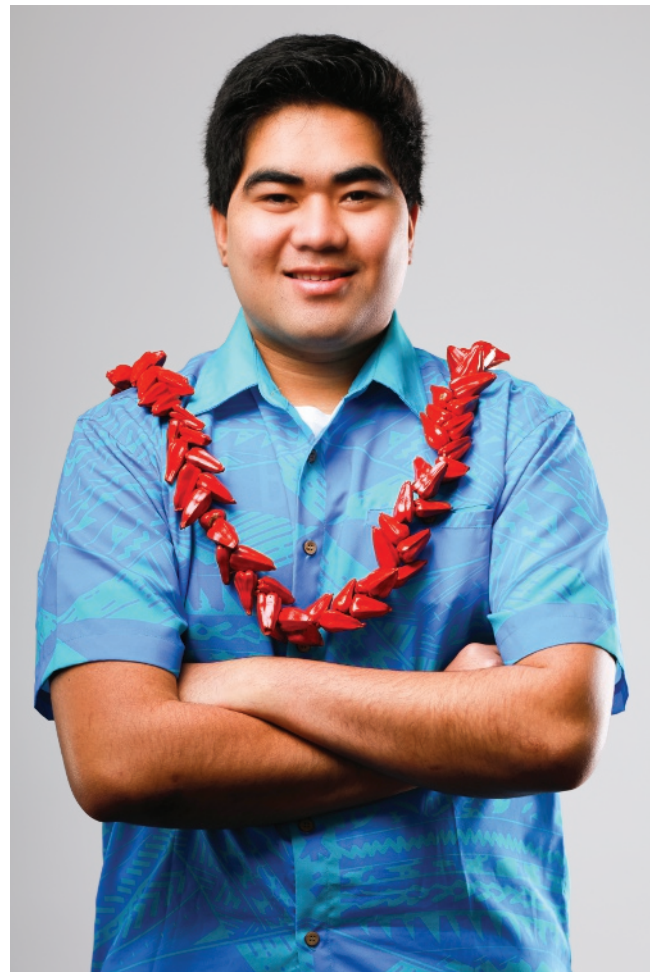
Find the skills and experience that they are looking for.

- This includes technical skills and experience and employability skills.

Step 3

Gather evidence of how your skills and experience match the job.

- Make a list of examples of how you've used the skills required. List achievements that show how well you've used these skills.



Preparing to write your cover letter

A good cover letter will make the hiring manager want to interview you.

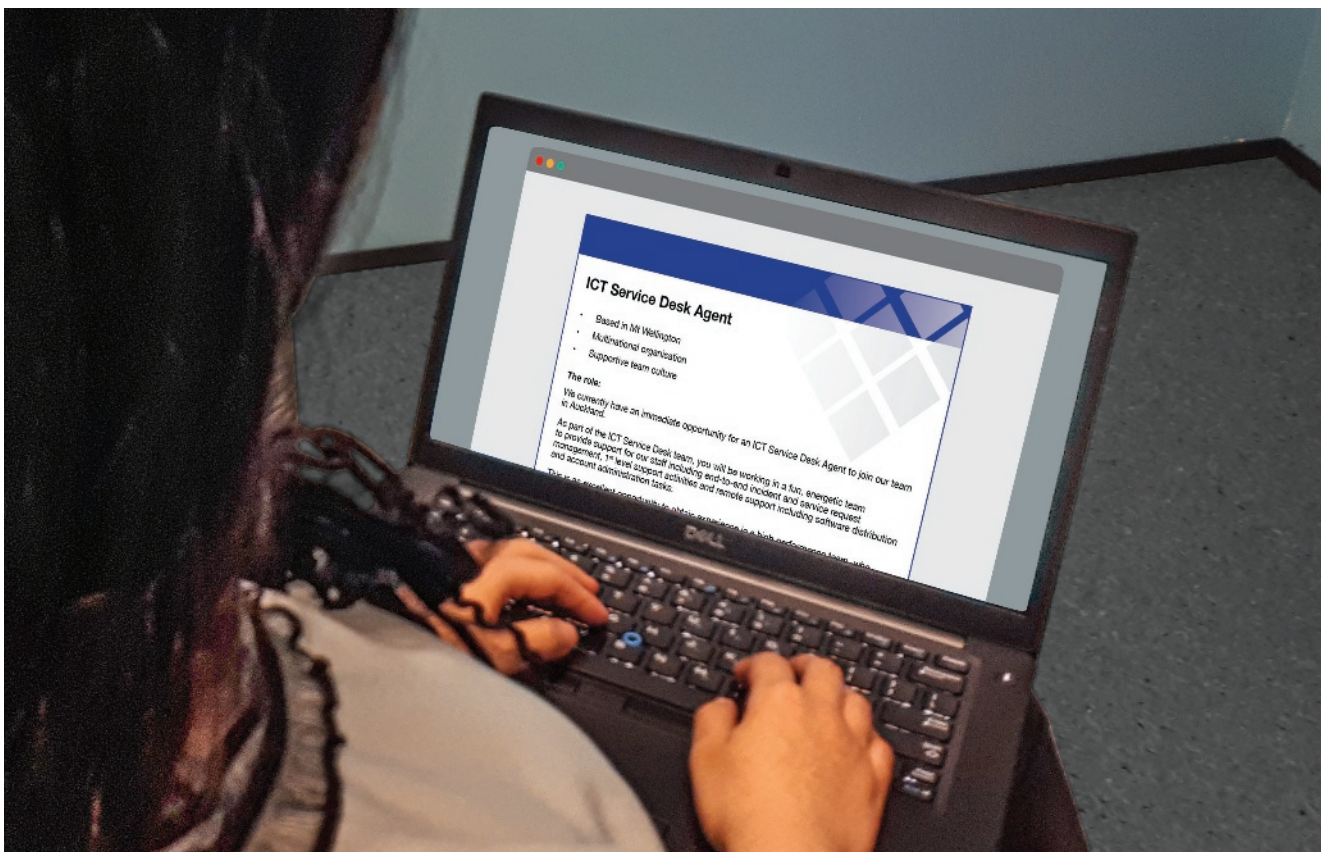
After they finish reading it, they should know exactly how you will contribute to the success of their organisation.

What is a cover letter?

A cover letter is a formal letter introducing yourself to the employer and should outline why you are suited to the job.

Your cover letter needs to show:

- why you are interested in the role
- how your skills and experience match the job
- why an employer should read your CV.



What information do I need to include?

Steps to a successful cover letter



Tip

When you add specific details about the employer to your cover letter it shows you are interested in them and the job. Do some research to find information about the company.

- Read through the job advertisement and job description.
- Go to the company website to find out what they do and the products or services they offer.
- Talk to friends and family that may have worked for the company or were a customer.

Cover letter example

Use the following example to help write your cover letter.

What to include

Example

What to include

Your contact details

Write, in this order:

- your full name
- your suburb and city (optional)
- your phone numbers
- your email address

Pare Bennett
Suburb and City (optional)
H: 09 999 9999
M: 021 123 9999
E: Pjbennetwork@email.com

30 January 2021

Date

Include the date you send the letter.

Their contact details

Write, in this order:

- the name of the person you're writing to
- their job title
- their organisation
- their address

Hone Jones
HR Manager
Health Ace
85 Tuesday Road
Auckland

Dear Hone Jones,

Their contact details

Address the person by their full name, rather than starting with "Dear Sir/Madam". If you are not sure who to address your letter to, contact the employer and ask.

Regarding the role

Write out the full job title and any reference numbers.

Re: Healthcare Assistant vacancy
(vacancy 40568)

Why you are writing

Explain why you are writing to them and where you saw the job advertised.

I am writing to apply for the role of Healthcare Assistant at your company, which was advertised on SEEK on 20 January 2021.

For the past ten years I have worked as a caregiver and home aide helper for local care organisations, where I have developed strong communication and interpersonal skills.

Quick history

Write one sentence explaining what you have been doing and the skills you have been developing.

Why you want a new job

Explain in one sentence why you are looking for a new job.

Although I have greatly enjoyed my past roles as a caregiver, I am looking for a new challenge that will provide me with the opportunity to further develop my health care career.



What to include

Example

What to include

What you will bring to the role

Explain what you have to offer.

I have included my CV to support my application. It shows I will bring important skills to the role, including:

- strong time management and organisational skills
- a current First Aid Certificate
- previous experience with diverse client needs
- motivation and dedication.

Why you like their organisation

Explain what you like about their organisation and why you would like to work for them. Write why you think you would be good for their organisation.

Health Ace has a great reputation and values encouraging and supporting client independence. This appeals to me as I believe working with individuals to achieve personal goals is essential. I am enthusiastic and professional, and believe I would fit well into the company’s team culture and contribute to the ongoing success of the department.

I would enjoy having the opportunity to talk with you further to discuss the requirements and expectations of the role, and how I could use my skills to benefit this role.

Finishing off

Say that you would like an opportunity to talk in person and thank them.

Signing off

Be professional with your farewell, not overly formal or familiar. Write out your first and last names and sign.

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

Yours sincerely,

Pare Bennett

Pare Bennett

Cover letter template

Use this template to help you write your cover letter.

.....
Your name

.....
Your address

.....
Your phone number

.....
Your email address

.....
Date

.....
Advertiser's name

.....
Organisation

.....
Address

.....
Email address

Dear

Advertiser's name

I am writing to apply for the

Job title

vacancy

Vacancy number

at

Organisation

as advertised on

Name where

Explain your interest in the job and how you will fit into the organisation.

.....

.....

.....

.....

.....

Link your experience, skills and qualifications to the job. Use two or three key examples. Research the employer online and show how your skills can be useful to the employer.

.....
.....
.....
.....
.....

In support of my application I have attached a copy of my CV. It shows that I will bring important skills to the role, including:

- *Bullet-point your skills that are relevant to the role.*

-
-
-
-
-

I would enjoy having the opportunity to discuss my application with you and how I could use my skills to benefit

Organisation

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

Yours sincerely

.....
Your name



Tips

- Leave plenty of space around the edges of the page and clear space between each paragraph or section.
- Use an easily read font (or tidy handwriting if you are asked to supply a handwritten letter). Examples include Calibri, Georgia, Helvetica, Arial and Times New Roman.
- Cover letters are usually no more than one page long.

Checking your cover letter

Use this checklist to make sure your cover letter gives you a good chance of getting an interview.

Task	Done
Is it on one page? Does it look tidy and professional?	<input type="radio"/>
Have you kept the sentences and paragraphs short?	<input type="radio"/>
Is it addressed to a particular person?	<input type="radio"/>
Is it addressed to the correct organisation?	<input type="radio"/>
Does it match what the employer is looking for? (Are key skills and qualifications identified?)	<input type="radio"/>
Do you sound confident, friendly and enthusiastic?	<input type="radio"/>
Does it show you know something about the organisation?	<input type="radio"/>
Does it focus on what you have to offer, rather than what you hope to gain from the employer?	<input type="radio"/>
Have you ended the letter in a positive manner?	<input type="radio"/>
Have you made it clear how you can be contacted?	<input type="radio"/>
Have you checked for mistakes and had someone else check it?	<input type="radio"/>
Have you used positive phrases such as "I can" and "I have"?	<input type="radio"/>

Health Ace

Leaf Street
Auckland

Phone 09-999-90909090

Job Application

Personal Information			
Name: Last	First	Middle	Email
Street Address	City	Home Phone	
	Post Code	Mobile	
Are you entitled to work in New Zealand?	Are you 18 or older?	If yes, Date of Birth	
Have you been convicted of a crime within the last 7 years?			
If yes, please explain			
What role are you applying for?			Date available to start
How did you hear about this role?			
Previous Experience			
Company Address			
Telephone			
Name of immediate supervisor			
Date of employment	From	To	
Role/Job Title			
Reason for leaving			
May we contact this employer?			
Previous Experience			
Company Address			
Telephone			
Name of immediate supervisor			
Date of employment	From	To	
Role/Job Title			
Reason for leaving			
May we contact this employer?			

Health Ace

Leaf Street
Auckland

Phone 09-999-90909090

Job Application

Reference				
Name				
Job Title				
Organisation				
Phone				
Email				
Reference				
Name				
Job Title				
Organisation				
Phone				
Email				
Education				
	Name/Location	Last year completed	Level of study	Qualification
High School				
University				
Polytechnic/Trade School				
Other				
List of any applicable special skills, training or proficiencies				
Disclaimer By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature			
	Date			

Glossary

Term	Definition	Your understanding/notes
achievements	Success in something after a lot of effort or hard work. For example, completing a course, winning awards or gaining recognition from your employer.
applicant tracking system (ATS)	Software used to scan job applications and check if an applicant suits the role.
abbreviations and acronyms	Abbreviations are shortened versions of whole words, for example, Dr or govt (government). Acronyms are letters representing a phrase or name, such as ATS (applicant tracking system) or ASAP (as soon as possible).
attributes	A personal quality or characteristic, for example, trustworthy or focused.
company vision and values	The goals of the organisation, what they do and how people in the organisation will behave.
employability	Having a set of skills, knowledge and attributes required for employment.



Term	Definition	Your understanding/notes
interpersonal skills	The skills and attributes used when interacting with people.	<hr/> <hr/> <hr/>
job advertisement	An advertisement for a job vacancy that could be published in websites such as Trade Me, Seek and newspapers or job and community boards. Job advertisements are shorter and not as detailed as the job descriptions.	<hr/> <hr/> <hr/> <hr/>
job description	The details and specifics of a job role including duties and responsibilities.	<hr/> <hr/> <hr/>
recruiter	A person responsible for reviewing the job applications and selecting the right person for a job role. They can be from the company's human resources department or work for an external recruitment company.	<hr/> <hr/> <hr/> <hr/>
reference number	A number that may be attached to the specific job you are applying for. Commonly used in large organisations that have many roles available.	<hr/> <hr/> <hr/> <hr/>
referees	People who know you well and can describe your skills or attributes to a potential employer.	<hr/> <hr/> <hr/> <hr/>
self-management	Taking responsibility for your own behaviour and wellbeing.	<hr/> <hr/> <hr/>

Links to other resources



Job hunting

Learn how to find work, make a CV and apply for jobs

careers.govt.nz/job-hunting



CV and cover letter templates

Templates for creating your own CV and cover letter

careers.govt.nz/job-hunting/cvs-and-cover-letters/templates



CV Builder

A step-by-step guide to building a CV

careers.govt.nz/tools/cv-builder



Job profiles

Information on over 400 jobs

careers.govt.nz/jobs-database





Notes

A series of horizontal dashed lines for writing notes.



Vagahau ti fakafelevehi e tau vagahau
Put clothes on your words. That is,
speak with care and with diplomacy
Niuean proverb



Acknowledgements

Pacific Work Connect would like to acknowledge the Ministry for Pacific Peoples, clients, community groups and the TEC 'āiga for their support and contribution.

Thank you for attending the workshop and coaching sessions.

Please share your Pacific Work Connect experience and resources with your 'āiga, friends and networks. They can sign up for the programme by visiting careers.govt.nz/pacific-work-connect or facebook.com/pacificworkconnect.





Fa'afetai tele lava

Mālō 'aupito

Vinaka vaka levu

Ko rab'a Ko bati n rab'a

Kia ora

Fakaue lahi

Fakafetai lahi lele

Fakafetai

Fgiakse'ea

Meitaki

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