

University Career Services
Employment & Job
Search in NZ



Outline

- Job search strategies
- Personal branding
- CVs and Cover Letters
- Interviews
- Useful resources



Hello
my name is

Activity

- Introduce yourself to each other with “Hello my name is _____ and I’m _____.”
- You have 2 minutes per person and then swap

AUT
UNIVERSITY



Job search strategies

Traditional (passive)

- Advertised – newspaper, online job site, window
- Career fairs and presentations
- Recruitment agents

Non-traditional (proactive)

- Networking
- Approaching employers directly

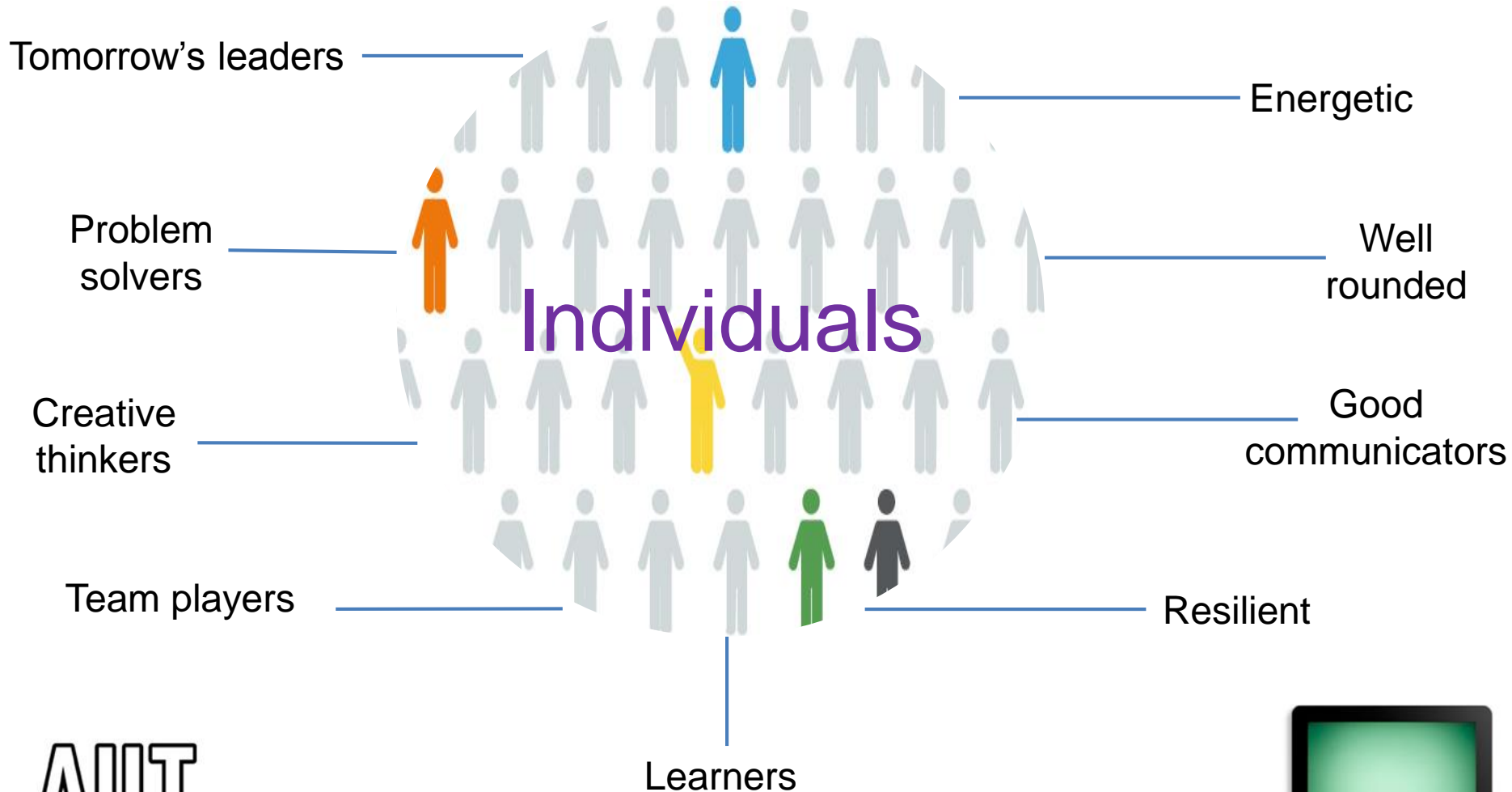


Job search strategies

- There is no **one** best method for finding jobs.
- It is effective to use a **range** of strategies.
- **Target** your search to **suitable** jobs and employers.
- Do not rely on advertised positions alone
- Diversify your job search methods to increase your success



What are NZ employers looking for?



What do employers want?

- Work Experience
- Community Involvement
- Academic qualifications
- Accurate CV & cover letter
- Knowledgeable about the job you are applying for
- Broad based “kiwi” social experience – use English
- Commitment

Just having a degree is not enough!



What is Personal Branding?



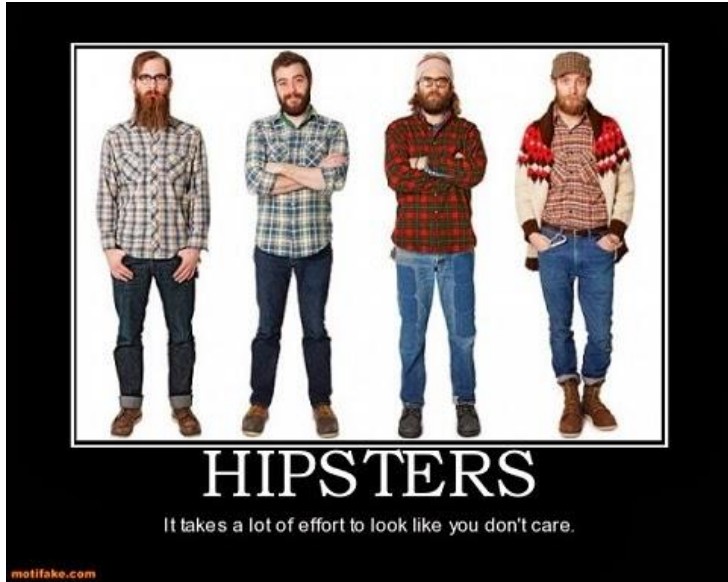
Why is it important?

- Employers are recruiting in different ways
- Networking will open job opportunities
- “It’s not what you know, it’s who you know”
BUT now.....

It's not
who you
know, it's
**WHO
KNOWS
YOU.**



What does your social media say about you?



Watch What You Post on Social Media

Recruiters are looking.

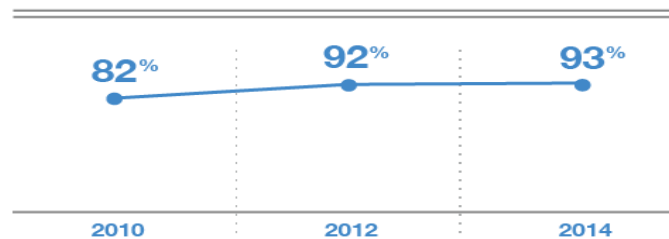
Proactively manage your online presence. Recruiters and employers are increasingly looking to social media as they vet job candidates. You might need to do more than just hide those incriminating spring break photos.



Social Media Matters

55% of recruiters have reconsidered candidates based on their social profiles, with 61% of those reconsiderations being negative.

The number of recruiters and companies using social media is steadily on the rise.



52% of recruiters say they always search for candidates' online profiles during the hiring process.

Which social networks do employers look at the most?



92%
LinkedIn



66%
Facebook



52%
Twitter



21%
Google



20%
RSS




15%
YouTube






Online Oversights

93% of recruiters use or plan to use social media for hiring, yet only 18% say they feel confident in their social media skills. So, job candidates are responsible for screening their posts to ensure they put their best foot forward.

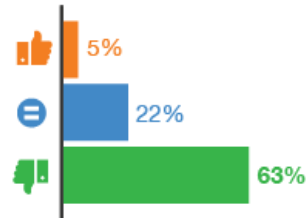
 Beware of zombie content. Long-buried online activity can come back to hurt you well after you've forgotten all about it.

What are the biggest red flags in job applicants' social profiles?

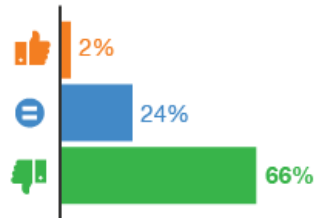
 Positive  Neutral  Negative



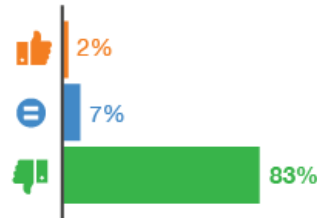
Profanity



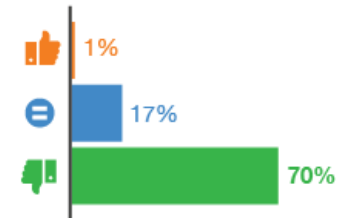
Spelling / Grammar



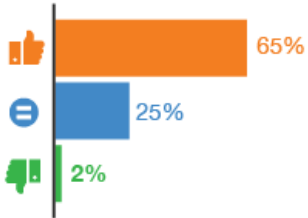
Illegal Drug References



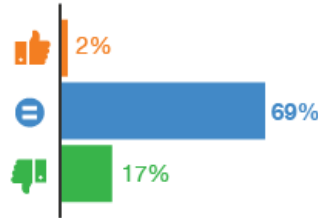
Sexual Posts



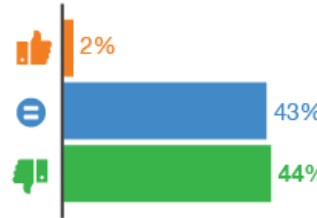
Volunteerism / Charity



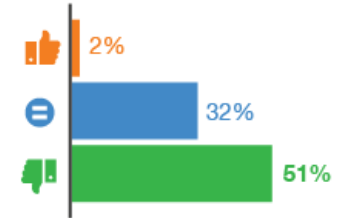
Political Affiliation



Alcohol



Guns



Shape up Your Profile

What are employers looking for in a social media profile?



First impressions are everything. Search for yourself online to see what kind of content employers can discover when they search for you.



Professional experience



20%

97%

Length of professional tenure



14%

98%

Industry-related posts



27%

88%

Mutual connections



35%

93%

Specific hard skills



13%

95%

Cultural fit



46%

80%

Examples of work



24%

83%



When Social Helps

1 in 3 employers who research candidates on social media sites have found content that made them more likely to hire a candidate.

23% found content that directly led to hiring the candidate.



You don't have to fear social media in the business realm, but you should certainly keep it in mind. Examining your online presence from an employer's perspective could make or break your job hunt.

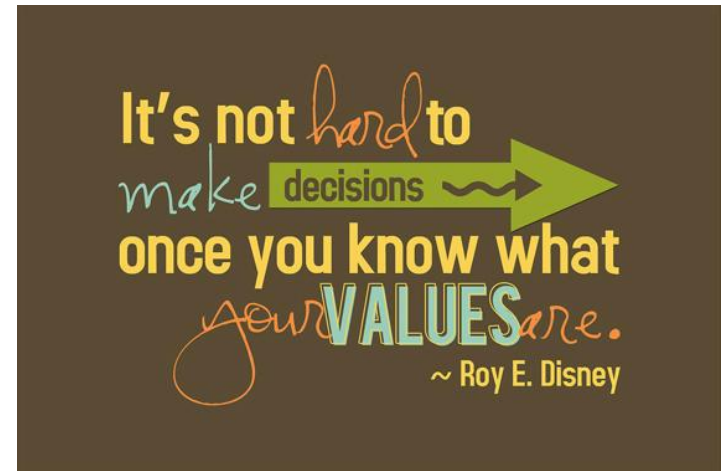
Sources: 2014 Jobvite Social Recruiting Survey | CIO.com | CareerBuilder

Jobvite



5 steps to create your brand

1. Values
2. Attitude
3. Passion
4. Purpose
5. Six words to describe you



“What is your story?”

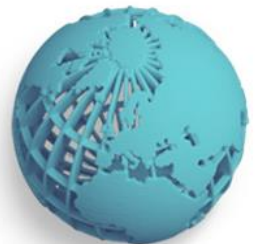


Elevator pitch

- 10-30 second summary (values, skills, experience, passion, purpose) about you
- What are you interested in – why?
- What skills and experience have you got?
- Why are you contacting the person?
- Where do you see yourself in 5-10 years time?
- How can you help their organisation achieve their goals?
- Make sure it's **relevant** to the person you are talking to!

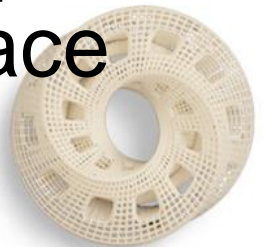
“ If a story is not about the hearer he will not listen. And here I make a rule — a great and interesting story is about everyone or it will not last. ”

(East of Eden)



Putting it to practice – Co-op placements

- You need to be clear about your ***purpose*** when meeting with employers and staff in their firms:
 - are you seeking a job or are you networking?
- You need to be clear about ***Co-op itself*** – what it entails (dates etc) and what impact it might have on your potential workplace



Putting it to practice – Co-op placements

- You need to be able to clearly express what ***your strengths*** are and to explain how having you around will make their job easier: i.e. ***what's in it for them?***
- Before you meet with a potential employer/co-op workplace, find out who they are and what they do. Work out in advance the ways you could fit in, and the work, tasks or projects you could contribute



Top 10 tips

1. Be **proactive**
2. Learn the local methods of job search.
3. Find out what your prospective employers are looking for –
RESEARCH!
4. **Keep up to date** with current affairs, read the newspaper and learn what is happening in New Zealand – these topics can be good conversation starters. E.g. Rugby, Cultural Events, Local Events
5. Make sure your English is fluent and easily understood
6. Be **willing to learn and improve on skills** you already have
7. Get any NZ work experience – part time work, volunteer
8. Contact organisations such as New Kiwis and other migrant services for help
9. Make sure that any international qualifications you have, and the academic standing of institution they come from, can be verified
10. **Be patient** - finding a job can take time. It can take 6 to 9 months to find work so it pays make your job search a long term plan and Start Early



LinkedIn profile

Professional profile
(not like this one)

Interesting keywords about
yourself



Alison Cork

Developer at Verizon

Greater New York City Area | Telecommunications

Previous MCI, Time Warner Cable, New York Life Insurance Company

Education University of Technology, Sydney

Send a message

500+
connections

PEOPLE ALSO VIEWED



Elizabeth Rose

Developer at Chevron



Valerie Glover

Analyst/Programmer at Merck



Jen Hunter

Personal Assistant at British Airways



Cathy Hoffman

Business Analyst at United Technologies



Linda Robbins

DBA at Caterpillar Inc



Julie Jones

Analyst at Citi

Concise but tailored summary – avoid generic statements e.g. I am looking to start my career in financial services

Keep it brief but include projects & achievements

BACKGROUND



SUMMARY

I have over 5 years of application development experience mainly in telecommunications.

Specialties: J2EE, JSP, HTML, DHTML, CSS, JavaScript, jQuery, Perl, CGI, MySQL, Apache, SEO, current web standards, accessibility standards, building object oriented database driven web applications, LAMP development environment, Photoshop, design for print and web, usability, user experience.



EXPERIENCE

Developer

Verizon

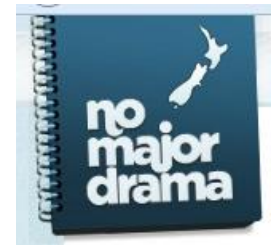
December 2008 – Present (4 years 3 months)

Working on a internal customer service portal application.



Other useful resources

- [Careers NZ](#)
- [NZ Study + Work](#) (international students)
- [Community Law](#)
- [Volunteering Auckland](#)
- [Student Job Search](#)
- [New Kiwis](#)
- [No major drama](#)
- [Meet up](#)





Time for a break





And



What is a CV (resume)?

- What is the purpose of a CV?
- What is the desired result?



- **To gain an interview**







Content: what should I put in my CV?

- The complete story of my amazing and fascinating life so far? **X wrong!**
- Age, D.O.B., gender, marital status, health, ethnicity, and other such details? **X wrong!**
- A photo of me at The Big Day Out? **X wrong!**



What Should I *Really* Put in my CV?

- Knowledge you have (and how you have applied it) –  **YES**
- Skills you have (and how you have used them) –  **YES**
- Experience (and how it demonstrates your skills and knowledge) –  **YES**
- Personal Qualities (explaining that you are an ideal match for the job and for their team) –  **YES**



What headings are used in CVs?

ESSENTIALS:

- Contact Details
- Summary Profile
- Education/Training
- Experience
- Referees



The following headings are optional – only use if they highlight your strengths

- Personal Statement
- Career Objective
- Achievements
- Community Involvement
- Interests/Hobbies
- Skill Summary
- Other Training
- Memberships
- Publications
- etc...

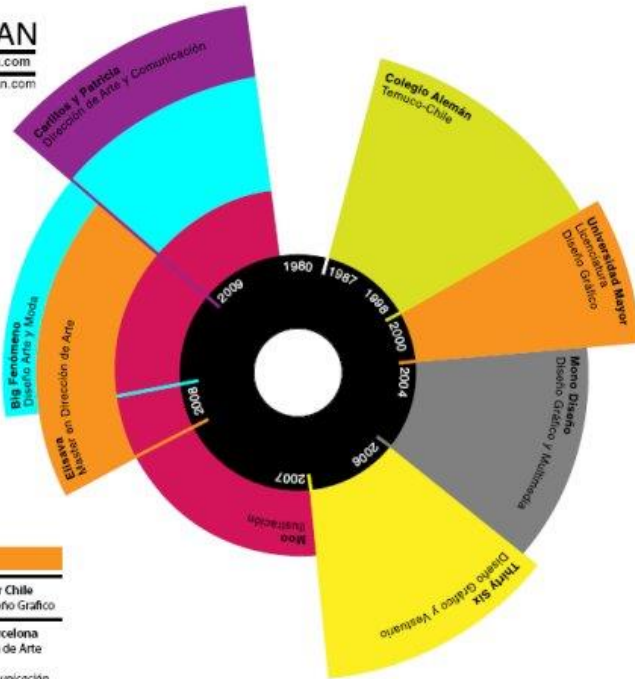


Let's look at a sample CV...



Yes or No?

PAU MORGAN
www.paumorgan.com
hoia(at)paumorgan.com
034 662 330 087



Universidad Mayor Chile
Licenciatura en Diseño Gráfico

Escuela Elisava Barcelona
Master en Dirección de Arte
+Dirección de Arte
+Estrategias de Comunicación

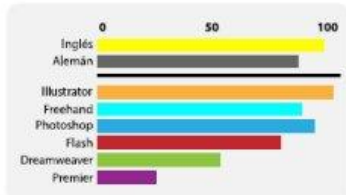
Mono Diseño y Multimedia
www.mundomono.cl
Diseñadora Gráfica
+Diseño Gráfico
+Web
+Multimedia

Thirty Six
Oakley, independent, Lost
Diseñadora Gráfica
+Diseño Gráfico
+Ilustración
+Vestuario

Moo
www.moo.com
Diseñadora Gráfica
+Ilustración

Big Fenómeno
www.bigfenomeno.com
Diseñadora Gráfica
+Diseño, Arte
+Moda
+Street

Carlitos y Patricia
www.carlitosypatricia.com
Pasante
Dirección de Arte Junior
+Comunicación
+Dirección de Arte
+Fotografía



Habilidades: Ilustración - Diseño Web - Action Script - Arte - Idiomas - Desarrollo Web - Nuevas Tecnologías - Redes Sociales - Estrategias de Comunicación - Fotografía - Street and Guerrilla - Nuevos Medios...

Exposiciones
Mini Prints - Impaktes Visuales Barcelona
Todo a 100 - Montana Gallery Sevilla
Cruz - Festival de Teatro de Almagro

Ripa di Porta Ticinese 63, Milano 20143, ITALY

SIMONE FORTUNINI



+39 3332372224 - simone.fortunini@gmail.com - www.simonefortunini.it

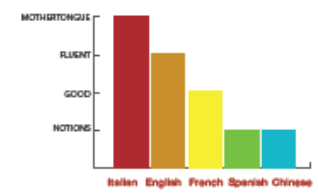
EXPERIENCE

- since Apr 2011**
Web Marketing Manager - Chiarezza.it
Inspop.com (Italy) Ltd- Milan, Italy
Manage all online media plan, including SEM, SEO, display, affiliate networks, social media and e-mail campaigns. Affiliate recruiting and white labels setup. Data analysis and performance reporting.
- Nov 2009 - Apr 2011**
Advertising manager - Zodiac Active (Zodiac Entertainment), Milan, Italy.
Manage advertising activities through online and mobile channels for web community services in Italy, Spain, UK, LATAM and USA. Design and setup of user acquisition flows, campaign monitoring and performance analysis.
- Sept 2008 - Nov 2009**
Copywriter - Neo Network (Zodiac Entertainment), Milan, Italy.
Copywriting for adv. campaigns for consumer products on Italian and international markets. Social Network Advertising monitoring and improvement.
- Apr 2008 - Jun 2008**
Q. A. Analyst
eBay Italia - Milan, Italy
Quality Assurance activity: Testing, debugging and reporting. Disconnected with developers based in USA.

SKILLS AND SPECIALTIES

- Online Marketing** SEO, SEM, affiliate marketing, e-mail and direct response, social media, display and branding campaigns
- Analytics and optimization** web analytics, A/B and multivariate tests, user experience, acquisition and conversion funnels design
- Good technical understanding** web development, web apps integration, e-commerce platforms, CMS
- Positive thinking** always

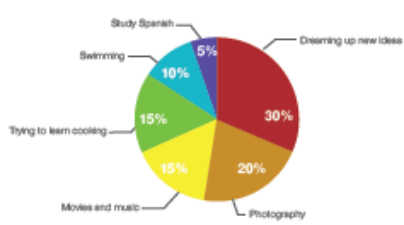
LANGUAGES



EDUCATION

- 2004 - Italy**
Scientific High School Degree
Liceo Scientifico F. Enriques, Livorno, Italy
- 2006 - China**
Modern Chinese Language Degree
Shanghai International Studies University, Shanghai, China.
- 2007 - Italy**
Bachelor of Science in Communication
Università degli studi di Milano - Bicocca, Milan, Italy.

INTERESTS (% spare time)



TECHNICAL SKILLS

- OS**
- Applications**
 - MS Office
 - Photoshop
- Utilities**
 - Google Analytics
 - Blog platforms
 - Social networks
- Development**
 - Html
 - CSS
 - Javascript

Steven Stevenson

curriculum vitae

Employment

June 2007–present

friendlyleopard.com

Senior Webdesigner including CSS/HTML for a social media site where people discuss their unusual pets. Also coordinates marketing materials.

April 2006 – June 2007

Flying Banana Labs

Webdesigner for a digital agency. Clients included Nike, Burton Snowboards, Just for Laughs Festival.

November 2005– April 2006

Golden Kangaroo Interactive

Junior graphic/web designer at a small digital agency. Clients included Aussiehair, Bet 365, and Nivea.

Steven Stevenson also runs his own freelance business, under MisterStevenson. Through it, he has worked on the following things...

Blue Duck Recruit (2009-ongoing)

A recruitment company's website.

www.blueduckrecruit.com

Identity, Business Card Design, UX, Webdesign

Address: 23 Warton Road, Newham,
London, E15, UK

Date of Birth: June 2nd 1980

Marital Status: Single

Website: www.misterstevenson.com

Email: steven@misterstevenson.com

Phone Number: (44) 772 555 321

Education

London College of Communication 2000 – 2004

- First Class BA (Hons) Graphic Design

DavidDavidson Old Grammar School 1998 – 2000

- GCSE Maths
- GCSE English
- GCSE English Lit
- GCSE Biology
- GCSE German
- GCSE Art
- GCSE D&T
- GCSE Geography

software skills

Adobe Photoshop
Adobe Illustrator
Autodesk Inventor
Autocad
Solidworks
Microsoft Office Tools

design skills

Industrial
Equipamento
Produto

formação

1998 - 2004
The British Institute.
Curso de Língua Inglesa - Proficiency C.

2006 - 2007
E.S.A.D - Escola Superior de Artes e Design, Matosinhos.
Licenciatura em Design.

2007 - 2010
IPCA - Instituto Politécnico do Cávado e do Ave, Barcelos.
Licenciatura em Design Industrial.

2010 - 2011
IPCA - Instituto Politécnico do Cávado e do Ave, Barcelos
Pós - Graduação em Gestão das Organizações.

experiência profissional

Desde Setembro de 2010
Designer Industrial.
Concepção e criação de projectos na área do design.
Industrial/produto

Desde Janeiro de 2011
Colaborador na empresa Ideal Pneus.
In-house designer, entre outros.

Em Abril de 2012
Designer freelancer para a Unda - Sleepless Design.
Elaboração de projectos - design de mobiliário.

interesses

Design, ilustração, desenho de produto, marketing, gestão, cinema, música, tecnologia, desporto automóvel.

aptidões/ actividades

Realização e participação em workshops, palestras, exposições na área do design - curriculares e extra curriculares.
Participação em vários seminários, palestras, exposições e bienais sobre design, ex: dia D (organizado pelo IPCA); Experimenta Design, Lisboa; Serralves, entre outras.
Navegador de rallies com participação em várias provas a nível nacional (Open de rallies).
Piloto de velocidade - circuito - veículos clássicos.



PEDRO SILVA

802.11 Curriculum Vitae



802.11
b. 1983
female



Interface
Designer



Information
Architect



Information
Designer



Technical
mind



Broad
imagination



Interest
to details



Work experience



6 years
in Graphic
Design



4 years
in UI construction



Education



2004
Bachelor
of Psychology
Kazakh State
University



2009
Higher National Diploma
in Interactive Media Design
Prague College of Business,
IT & Design



Tools



Adobe Photoshop, Adobe Illustrator, Adobe Flash
Adobe Fireworks, Adobe InDesign, Autodesk 3dsMax
CSS & HTML, Action Script



BOGDAN GRIGORIU

- Street Kjellerupsgade 10 Floor 2TV
- P.O 9000
- Aalborg, Denmark
- Phone: 0040746063017 (RO)
- Email : bogdan.grigoriu.17@gmail.com
- Skype : grigoriubogdan

CURRICULUM VITAE

Objective

To establish the basis of a successful career in the sports industry that will enhance my overall professional development and assist me in reaching my long-term goal of becoming a reputable sports professional

Education

- 2011 – ongoing** University College of Northern Denmark Technology & Business, Aalborg (Denmark), Bachelor Top-Up Sports Management Program
- 2006 – 2009** "Petre Andrei" University Iasi (Romania), Faculty of Economics, Bachelor Degree in Economics, Commerce, and Services
- 2006 – 2010** University of Agricultural Sciences and Veterinary Medicine Iasi (Romania), Horticulture Department

Academic Achievements

- 10/2011** Heidelberg SRH International Sports Management Conference Diploma

Professional Experience

- 11/2008 – 08/2011** Zara Bucharest SRL, Iasi (Activity Field: Fashion and Retail)
❖ Head Cashier
- 10/2007 – 10/2008** Lee Cooper Romania, Iasi (Activity Field: Fashion and Retail)
❖ Shop Assistant
- 06/2007 – 10/2007** Minos Hotel Imerial, Crete Island, Greece (Activity Field: Hotels/Tourism)
❖ Waiter/Bartender (Summer Internship position)

Professional Training Courses

- 08/2010** Shop Manager Training, Organized by Zara SRL, Iasi, Romania
- 06/2007** Hotel Duties and Food & Beverage Management, Organized by Minos Hotel, Crete Island, Greece

Sports Management Professional Development

- ❖ Sports management and marketing concepts
- ❖ Sports economy, methodology, sponsorship and strategy
- ❖ Sports media and integration of new social media in sporting activities
- ❖ Sports leadership and governance



CURRICULUM VITAE

PERSONAL INFORMATION

NAME // Mónica Filipa da Silva Vicente
DATE OF BIRTH // 06.01.1987
AGE // 23
ADDRESS // Rua União Cultura e Desporto nº5
STATUS // Single
NATIONALITY // Portuguese
BORN IN // Torres Vedras
ID // 13237467 emitted in Lisbon
DRIVING LICENCE // L - 1903065 7
MOBILE PHONE // 917941701
E-MAIL // monica.silva.vicente@gmail.com

ACADEMIC FORMATION

2010 // Begin of Master in Communication and Image at IADE - University Creative.
2008 // 3rd year, 2nd semester of Design Graduated at Estonian Academy of Arts, under the Erasmus Program.
2006 - 2009 // Design Graduated by IADE - University Creative
2002 - 2005 // Secondary school in Arts area, at Secondary School José Saramago (Matra)

PERSONAL SKILLS

LANGUAGES // English - Medium Oral and Medium Write

INFORMATIC SKILLS

PROGRAMS // Microsoft - Word, Excel, Powerpoint
 Corel Draw
 Illustrator
 Photoshop
 Indesign

PROFESSIONAL EXPERIENCE

Promotional jobs to Jameson, Caixa Geral de Depósitos, Eristoff, Bacardi, Meo, Millenium, Martinin Rosato and others brands as hostess.



SARAH SMITH

House/App # and Street • City Province, Postal Code
Phone number • email

ACADEMIC INFORMATION

Master of Education in Counselling Psychology **Anticipated Completion: April 2010**
 The University of Western Ontario, London, ON

Master's Thesis:

- Title of thesis

Bachelor of Arts in Psychology **Dec 2006**
 Simon Fraser University, Burnaby, B.C

RESEARCH EXPERIENCE

Research Assistant **Sept 08 – April 09**

Dr. Red, The University of Western Ontario, London ON

- Provided educational and emotional support for women who experienced violence
- Facilitated weekly self-esteem workshops aimed at providing tools for supporting increased confidence and positive self-views
- Conducted semi-structured assessment interviews involving a vast array of questionnaires designed for the purpose of gathering information relating to the experience of violence
- Transcribed, entered, and analyzed data collected from assessment interviews

Head Research Assistant **Dec 05 – Aug 08**

Dr. Orange, Simon Fraser University, Burnaby, B.C.

- Examined the impact of negative moods on self-enhancing cognitions
- Developed statistical databases for coding and data entry
- Trained and supervised research assistants as well as coordinated weekly research seminars and laboratory meetings
- Coordinated the University Psychology Volunteer Research Pool

Volunteer Research Assistant **Sept 04 – April 05**

Dr. Yellow, Simon Fraser University, Burnaby, B.C.

- Administered various cognitive, visual attention, and memory research tests
- Developed the computer skills necessary to input and code data

COUNSELLING EXPERIENCE

Counsellor Intern **Sept 09 – Present**

Psychological Services, The University of Western Ontario, London, On

- Provided counselling support to clients dealing with a diverse range of issues including eating disorders, depression, anxiety, trauma, grief, and suicidal ideation
- Interpreted psychological assessments and communicated results to clients in a therapeutic and supportive environment
- Participated in triage services supporting clients in crisis
- Developed and facilitated a "Women's Safety on Campus" workshop with the aim of encouraging awareness of these issues and available community resources

Career Objective

To gain a graduate position in the Food Technology industry where I can apply my skills, knowledge and practical experience. I have particular interests in quality assurance processes and in the development of new product lines.

Summary Profile

- Completing a *Bachelor of Applied Science* at AUT University
- High level communication and interpersonal skills - with students, the public, colleagues and management
- Proven leadership, supervisory and management experience
- Ability to build and maintain positive working relationships
- Extensive customer service experience with strong customer service ethic
- An enthusiastic team worker, committed to working towards a shared goal
- Ability to carry out quality control and provide innovative solutions
- Competent with Microsoft Software: Excel, Word, Access
- Well organised person with excellent time management skills
- Committed to ongoing learning and professional development

Education

**Auckland University
of Technology**
Feb 2011 - present

Bachelor of Applied Science (Food Technology)
Currently completing Project Seven Research

Relevant papers include:

- Food packaging Technology
- Food Microbiology
- Quality Assurance
- Industrial Microbiology
- Environmental Microbiology
- Food Industry Legislation
- Food Technology
- Food & Environmental Analysis
- Biotechnology



Industry-related Experience

Auckland University of Technology

Mar 2012 – present

Laboratory Tutor

Responsibilities:

- Supervise and demonstrate microbiological techniques and procedures to groups of up to 40 University students for the following papers:
 - Biology
 - Chemistry
 - Systematic Microbiology
 - Microbiology
- Ensure safety procedures are followed to a high standard

Other Work Experience

Corner Pharmacy Auckland

Nov 2010 – Feb 2011

Sales Assistant

Key tasks/skills/knowledge:

- Develop excellent product knowledge
- Achieve and exceed personal weekly sales targets
- Build rapport and develop good customer relations
- Provide quality service through the use of professional selling skills

Charlie's Sports Ponsonby

Dec 2009 – Jul 2010

Salesperson

Responsibilities/skills:

- Demonstrated products and made sales
- Supervised staff and trained new staff
- Opened and closed store
- Balanced cash and prepared banking

Purple Food Bar Hamilton

Jan –Nov 2009

Food Bar Assistant

Key tasks:

- Prepared and packaged cold and hot foods
- Monitored stock levels and reordered as needed
- Observed relevant health and safety regulations
- Carried out general kitchen and cleaning duties



Achievements

- Gained *Top in Class award* for Biotechnology paper (AUT, Semester 2, 2011)
- Appointed *Class Representative* for Year 1 students (AUT, 2011)
- Completed half-marathon for Crippled Children Fundraiser (2010)
- Member of First Eleven Soccer team (social grade, Valley High, 2009 – 2010)

Interests

- Cooking for friends
- Playing social soccer and waterpolo
- Reading for information and for pleasure
- Music – playing guitar and singing
- Keeping tabs on the latest trends in the fitness and nutrition industries

Referees

Academic

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Checklist for Presentation and Formatting of your CV

- Clear, consistent formatting
- Use simple language, in short statements
- Use Headings, Bullet points, Tables for lists
(rather than tabs or spaces)
- Use a common font
- Concise and Easy to Read - 'white space' on the page
- Triple-check spelling and grammar
- Dated lists in reverse chronological order



More than just a list of facts...



- **Tailor** your CV to target each job / employer
- Give **more detail** of **more relevant** experience (especially clinical placements, Co-op experience, projects, etc.)
- Find out what skills, knowledge, experience and qualities are needed and be sure to include these
- Your CV is a **marketing** tool – it needs to **promote your strengths in a positive manner**
- Always write a **personalised** Cover Letter



Promote your **STRENGTHS** in your **CV**

- What are you best at?
- Where do your greatest strengths lie?
- What distinguishes you from other applicants?
- *On a piece of paper, write down your **FIVE Greatest Strengths***



Do Your Research

- Find out as much as you can about the employer
- Visit their website and get familiar with **who they are, what they do, and how they do it**
- Use your networks to contact people who work there for 'inside information'



Interpreting Job Advertisements

****Administrator** Data Entry** Customer Service**

Our client is a leader in solutions offered to accounting firms and small businesses both in the UK, New Zealand and Australia to streamline accounting processes.

They need an **experienced** office person to join their back-office team doing the all important tasks of **processing documentation** in accordance with agreed turn-around times, **resolve any queries** from clients (accounting firms and financial institutions), **scanning and filing** of documentation and all the while providing excellent customer service.

To be successful in the role, you must be able to **deal with high volumes** of processing and loading of documents on to the database. You must be able to **work to deadlines** and be **goal orientated**.

****You must have:****

- **Excellent communication skills**
- Strong **data entry speeds of 8,000 ksp** with 90% accuracy rates
- Experience in a **corporate back-office role**
- Excellent **work ethics**
- A **desire to contribute** towards a growing and successful company

This is a great opportunity to put your skills to good use.

Apply Now! Ref: AK21511



Interpreting Job/Position Descriptions

Critical Competencies

Competency	Description
1. Teamwork	Works in collaboration with fellow team members to achieve objectives and tasks for the good of the whole. Has a positive working attitude, is flexible and adaptable. At the same time is able to take direction from those staff responsible for doing so.
2. Communication	Listens effectively and checks understanding, interprets instructions accurately. Expresses information well and comprehensively.
3. Organising	Organises and completes work in a timely manner, remaining flexible and taking into account the many and changing demands. Informs the Team Co-ordinator, Charge Nurse or Team Leader if unable to complete tasks required.
4. Self -Management	Sets high standards and works to achieve goals. Manages stress and understands personal limitations. Responds positively to change.
5. Quality	Pays attention to detail, reliable and checks work to ensure the maintenance of departmental quality standards. Committed to excellence in service delivery.
6. Adaptability/Flexibility	Maintains effectiveness in varying environments and with different tasks, responsibilities and people. Has the ability to modify behaviour and/or tasks to reach different goals. Can adjust priorities when required. Is able to work shift-work including weekends and nights as required.
7. Maturity/Sensitivity	Able to work well with people with serious health problems. Able to cope in stressful situations and environments.
8. Cultural Awareness	Actively demonstrates awareness of cultural differences. Able to respect and communicate appropriately with clients from differing cultures. Has knowledge of the Treaty of Waitangi.



What's in a Cover Letter?

- A Cover Letter is a **personal communication** with the employer or recruiters
- Use full sentences and paragraphs
- Layout in business letter format, no more than one page in length
- Tell them in writing why they should consider you above other applicants
- Convince them that they should take your CV seriously



7 Seamore Rise
Glenfield
North Shore City

Your postal address

14 September 2010

Today's date

The Principal
Greenstone College
Poenam Valley
PO Box 9876
Auckland

Name and postal address of the person, school or BOT you are applying to

Dear Ms Bronfenbrenner

Find the name of the Principal or addressee if at all possible, otherwise use "Dear Sir/Madam"

I wish to apply for the position of Physical Education Teacher ~~as~~ currently advertised in the Education Gazette online. This is exactly the sort of role I have been working towards during my studies and I would be thrilled to be able to further develop my relationship with Greenstone College. As you will recall, I was on teaching placement at the college during August this year.

State which position you are applying for

With my Graduate Diploma in Teaching (Secondary) nearly complete, I am greatly looking forward to launching my teaching career. I feel sure that I can offer exactly the skills, ~~experience~~ and knowledge that you are looking for to fill this position. Through my studies and AUT and my placements this year I have been able to build strong skills in working with students of all types and in working collaboratively with my colleagues. In addition I have developed an in-depth knowledge of the New Zealand Curriculum and NCEA, and have a particular flair for turning academic requirements into activities and work that students find both stimulating and challenging.

Describe your current situation, your experience, qualifications, and your suitability for the position in general.

With my supporting subject areas, Health and ICT, I believe that I will prove to be a considerable asset to the college and its students. My philosophy of Education centres around the notion of education the whole person, and I am well versed with the principles of *Hauora* and the Treaty of Waitangi and how to implement these. One goal I have for the future is to progress into pastoral care roles within the school. The Pastoral Care Team was an aspect with which I was particularly impressed during my recent placement at Greenstone College.

More detail: about placements, knowledge, skills, career plans and other relevant factors.

I am a passionate and dedicated sportsperson, with considerable experience in a range of sports, and in swimming instruction and surf lifesaving. I would consider it a great ~~privilege to be able to~~ pass on some of my enthusiasm for sports and wellbeing to the students of Greenstone College, and to assist them along the path to achieving their educational, health and fitness, and life goals.

Why you would love to work for them and how you would add value to their team

Thank you for your time and consideration, I look forward to your response. I am available for interview at any time during the working week and can be contacted by mobile phone or email message at your convenience.

Closing statement

Yours faithfully

Sign here





AUT
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Interview tips



Dress appropriately



Arrive in good time



Body language



Expect the unexpected



Ask questions



RESEARCH!



CareerHub

- Book appointments (Career Decisions)
- Find jobs / internships / opportunities
- Access online resources
- Book for workshops and employer visits

AUT
UNIVERSITY

CAREER HUB
UNIVERSITY CAREER SERVICES

Login with AUT

Current Student or Staff Member

OR

Login with your CareerHub Login (all users)

Username


Password

Login

Forgotten your password?

Employer Login

New User?



AUTonline

- Online workshops and resources
- CV dropbox

The screenshot displays a 'Links' section on the AUTonline website. The tiles include:

- AUT UNIVERSITY
- AUT LIBRARY
- lynda.com
- AUT UNIVERSITY ICT SERVICES ITHelp
- AUT V eTV Real time, Real life Learning resources
- UNIVERSITY CAREER SERVICES (highlighted with a red circle and arrow)
- EQUITY AND DIVERSITY ORGANISATION
- AUT UNIVERSITY STUDENT LEARNING CENTRE

On the right side of the page, there are sections for 'Recommend' (Windows logo), 'List of support' (Apple logo), 'Recommend' (QuickTime logo), 'Twitter' (Twitter logo), 'Browser Blo' (text about Firefox and iFrames), 'Clearing the Guides can b', and 'My Blackbo' (text about My Blackboard).



ANY
QUESTIONS
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