

Module 3: How to look for a job

Looking for a job



Looking for a job can feel overwhelming, but the good news is there are lots of ways to identify opportunities.

Here are the main ones you should know about:

- ▶ Job boards
- ▶ Networking
- ▶ Referrals
- ▶ Student job platforms
- ▶ Company careers pages
- ▶ Graduate programmes
- ▶ Industry groups
- ▶ Walk-ins

Let's break down the ones you'll probably use most:

Job boards



Job boards are where most people start and they are full of available opportunities, but there's a catch. **Not all jobs are advertised online.** So don't stop here!

Popular NZ job sites

- ▶ **SEEK** – the largest job board in NZ
- ▶ **Trade Me Jobs** – a popular platform covering a wide range of roles.
- ▶ **Indeed** – useful for comparing jobs + salaries
- ▶ **Jora** – pulls jobs from lots of different sites
- ▶ **LinkedIn Jobs** – essential for networking and corporate & professional roles
- ▶ **ZEIL** – personalised matches + remote/flexible jobs (This is an APP based model)

Top tip:

Use Job boards to apply for available roles.



Getting employers to come to you

You can also 'get found' by setting up a profile on some Job sites, such as Seek.

On these sites, you can create a profile, upload your CV and turn on job alerts

This means:

- ▶ You'll hear about jobs first
- ▶ Employers can reach out to you

Networking



Getting in before jobs hit the job boards, often means less competition! Networking can feel awkward, but it is one of the most powerful ways to get a job.

Your network includes people you know (and people they know), like:

- ▶ Friends & family
- ▶ Lecturers
- ▶ People already working in jobs (or companies) you want to work for
- ▶ Classmates

Top tip:

A significant number of jobs are filled through connections & networks - not via job board Ads.



Approaching your network

Keep it simple and real. Reach out to people to let them know you are job searching.

If you know them, you could message or call them, using a script like this:

As you may be aware I have recently left school/completed my degree (name of degree) and I'm now looking forward to finding employment and starting my working career. I am searching for xxx roles. You have always talked really positively about (current/past employer) and I wonder if you would be able to give me some time to discuss them more (or if you would be comfortable introducing me to the relevant person at xxx to see if there are entry level opportunities that might suit me?) Here is a copy of my resume including my personal statement that introduces me.

If you don't (friend of a friend):

Our mutual connection/friend xxx, kindly suggested that you would be a good person to connect with as you work at xxx, which is an organisation that I am interested in working for. I have recently left school/completed my degree (name of degree) and I'm now looking forward to finding employment and starting my working career. I am searching for xxx roles. I wonder if you would be willing to give me some time to discuss them more (or if you would be comfortable introducing me to the relevant person at xxx to see if there are entry level opportunities that might suit me?) Here is a copy of my resume including my personal statement that introduces me.

Your goal from networking

- ▶ Learn about the company
- ▶ Get advice
- ▶ Maybe even get referred

Top tip:

People are usually happy to help, so don't be scared to reach out.



Other ways to find jobs

JOB

Careers pages

If you have companies in mind **go straight to their website**. Many have a **Careers page** where they post jobs, so check those out.

Smart searching

Instead of checking 20 websites, try using AI tools (like ChatGPT) to help you search faster. A targeted prompt will be needed, for example:

“Find entry-level Accounting jobs in Chartered Accounting firms in Auckland”

Just remember:

AI isn't perfect, always double-check results and use a variety of job search tools to uncover more opportunities.

Walk-ins

Although not common in corporate life, this works especially well for:

- ▶ Retail jobs
- ▶ Cafes & hospitality
- ▶ Trades

How to do it right

- ▶ Turn up professionally presented
- ▶ Ask for the manager
- ▶ Bring a printed CV

If they're not there:

- ▶ Leave your CV
- ▶ Ask for their name
- ▶ Follow up later

How to apply (do this right!)

This sounds simple but it's easy to get wrong.

Always follow the instructions in the job ad

- ▶ Apply in the right way (eg via Seek)
- ▶ Email if that's what they want
- ▶ Include a cover letter if requested



Want to stand out?

Call before you apply!

If there's a phone number on the ad, **use it!**

- ▶ Ask things like:
- ▶ What's a typical day like?
- ▶ Why is the role available?
- ▶ What are the hours?
- ▶ How could I be in a position to be seriously considered?

Why this works:

- ▶ You make a strong first impression by calling
- ▶ They remember your name
- ▶ You stand out from online-only applicants

Smart job search checklist:

Before applying for a role, check that you:

- ✓ Use more than one method
- ✓ Don't rely only on job boards
- ✓ Talk to people (networking works!)
- ✓ Be proactive - don't just wait
- ✓ Follow instructions carefully
- ✓ Make yourself memorable