

finding job leads



here are some tips on how to go about finding job leads and contacting employers.

finding jobs

get online

check job websites, community Facebook pages and other social media sites regularly.

it's about who you know

let your friends, family and youth coach know that you are looking for a job. They may know someone or somewhere that is looking for a worker!

go old school

check community notice boards in supermarkets and libraries – you can even add your own notice! If you still get a community paper there is usually a jobs section at the back. If you are interested in working in hospitality or retail you can take your CV in and ask if they are looking for anyone.

applying for them

make your CV and Cover letter match the job

read the ad and the job description carefully. Write about the skills you have that match what they are looking for.

don't have all the skills? Apply anyway

spoiler alert: nobody is perfect. If you like a job but don't have every skill listed on the application go for it!

get someone to proofread

it's really hard to spot your own mistakes. Ask someone to read over your CV and Cover letter before you send it.

follow up

haven't heard back from them? Don't be afraid to give them a call or email.

keep a record

use the job leads diary template or something like it. Put dates next to things so you know when enough time has passed for you to follow up.

For some more tips and links to job websites visit

www.youthservice.govt.nz/education-and-work/your-path-to-work/

job leads diary



use the job leads diary to help keep a record of jobs you've applied for

date	contact type	job type	company	person to contact	contact details	notes	follow up / result
24 Sept	Email	Admin	Mac's Agency	Billy	b.holiday@macs.co.nz	Emailed Billy my CV (24 Sept)	Invited for an interview on 29 Sept

Example