

NZ Job hunt tips and tricks

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Get Prepared

Preparation is key

So what we need to do, and the aim of our whole employment support package really, is to give you the tools to put you in the best position to interact with employers and also remove the barriers that stop the employers engaging you. Preparing is key to this. There is no point applying for a job offer if you're not actually fully prepared and ready to make the move. There's no point reaching out to employers unless you've got everything in place. One of the key things that you need to do in preparing for your move to New Zealand is actually do the research. Don't just look at a job that's advertised online and say to yourself "I can do that job", and then send your CV. That is not enough. It's not going to work. That's what everybody else is doing, okay? The employers need more. If you want to get ahead of everyone else they need more. I can't stress this enough.

Research the job market

You need to research your job market in New Zealand. Google is fantastic for that. Here's some advice; Type in a keyword that's relevant to your occupation. If you're a plumber, put 'plumber'. If you're in IT, put IT. Narrow this down as well. Narrow it down maybe to cities that you want to live in here. Build a short list of cities. Maybe Auckland, Christchurch, Wellington, Hamilton, wherever. Put 'plumbing Hamilton', for example, or 'plumbing companies Hamilton', 'plumbing businesses Hamilton', not just 'jobs' or 'plumbing jobs Hamilton'. Do that and Google will throw up a whole list of companies that are in Hamilton or Auckland or wherever. What you need to do then is put the effort and time in, go on their websites, read about these companies, look at the people that supply them, read their 'about' page, look at the places that they're doing work for, look at who their competition is. By doing this, you're researching your job market in New Zealand. The more you know about your job market, the better chance you've got of getting a job in that market. It is so so important, I can't stress this enough. If ever you're sitting around thinking "nothing's happening, what should I be doing, how do I move to New Zealand? What should I do next?". If you're doing nothing and you're wondering what to do, do some more research on the employers that can hire you in New Zealand.

What's next?

This also applies to when you actually see a job advertised that you think you can do. Don't just look at the job advert and think "they need a plumber" or "they need somebody in IT, I can do that job, here's my CV". Before you actually apply for the role, wherever possible, research the employer that's advertising the role. Learn all about them. Then when you do reach out to them,

in your cover letter that you're sending along with your actual application, you can actually put something that you've read about them.

How you can be a good fit

Show them why you're a good fit. The other aspect to this is obviously having your CV ready. We've got lots of information there about formatting CVs for New Zealand. There's also our letter of support, which again I'll talk about in another video. When you apply make sure you've got your New Zealand formatted CV, make sure you've got the letter of support from us that actually explains to the employer that you're skilled eligible ready to go, and get across to the employer why you are the perfect person for that role you're applying for.

How do you know which job to apply for?

One of the questions I often get asked is "how do I know which job to apply for?". There will be jobs that you'll see advertised that you think "I could do that, but maybe it's something that I was doing years ago and I'm a bit more advanced than that now. Maybe it's a bit below my skill level now, but I could do it and it could get me in". The rule of thumb is only apply for jobs where you are a good fit. Jobs that closely match your skills and experience. The New Zealand Immigration Service will be checking that the job closely matches your skills and experience. So don't apply for jobs that you're either not skilled to do or that they're below your skill level. If you apply for a job that's below your skill level, what does it say to the employer? It says that you're desperate. It says that you're willing to take any job just to get you into the country and they'll be thinking "if I offer this person this job, they're clearly way over qualified for it. They're probably going to come to New Zealand, work with me for a few months, and then go and get a job somewhere else that they're better qualified for". So don't under sell yourself as well.

To summarise

In summary, when it comes to preparing for the move, it's all about research. It's all about having a New Zealand formatted CV and sending that information along with your letter of support and presenting yourself in the best way possible to the employer by showing that employer that you're a good fit.

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C/V Resume

Formatting your CV for New Zealand

In New Zealand, we recommend that CVs are no longer than three pages long. The whole objective of a CV is to make sure that you're communicating what the hard facts are about your experience and you. How I would start a CV would always be with your contact details and a bit of a profile about yourself. You don't need to put your date of birth. As an example, if you're an engineer with consulting experience, you might start with "I've worked in an engineering

consultancy for the past 20 years within the field of structural engineering. I'm looking for a role where I can utilise these skills" and whatever else is relevant to you.

Include relevant experience

The next thing to document is your actual experience. Starting with your most recent role, you'll put the month and year from when you started and to where you are currently, or if you've finished that job you'd put to which month and year you finished. Also include the name of the company and the job title. Including the company website is a really good idea so the recruiter or the employer can jump straight on and see where it is that you've worked.

Then write one or two lines about that role and your achievements in it. What's something major that wouldn't have happened if you weren't there? And that's all. I wouldn't list each recruitment company that I'd worked for. People can always ask you these questions if they want. You also need your references, or you can write references available upon request, just so that the people that are recruiting you know that you're happy to provide these at some point.

What do recruiters look for?

In my experience looking at a number of CVs at once for specific roles that I would be recruiting for, I sometimes wouldn't look past the first page. Sometimes not even the first half of the first page. What I would be looking for in the first instance would be the technical skills relative to the role that I was recruiting for. I also look for where the applicant's most recent role was and what their position was. If education looks to be important in the role that's advertised, that would be a really good thing to write after your name on your CV or under your address. "Qualification: BCom, LLB", for example.

Design

CVs are a reflection of who you are, but they don't need to be bright and colourful or even have a photo of you on them. They are a document that states what you've done, what your skills are, and really how you're a match to this role. I think if you've got any questions about how to write a CV it would be really good to take a look at our CV template and from there you can check if the CV that you've got matches what we're suggesting that you write for the New Zealand market.

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Cover Letter

Why a cover letter is important

I feel like the reason that the cover letter was born is it's a conduit between the CV and the job. It shows the employer that you've read the job advertisement and how you link your CV to it.

Think of it as a one-page document summarizing the job ad and why you can do that job based on your CV. I think that's a really good starting point. It doesn't need to be too long. It needs to outline the skills that you have to fit what has been listed in the job.

To put this into context, I know that some recruiters copy and paste cover letters and put that on their intro as to how they're selling that candidate into the role. That's how specific it needs to be. That said, on the other side, some recruiters don't even read a cover letter. They go straight to the CV. But you always need to make sure that at a bare minimum, you include why you've applied for the job, and what your skills are that are relevant to the job, and thank them.

Say you're ready to move

Another key point that I think that you should add into your cover letter is to point out that you are eligible to move to New Zealand. Include that you are working with us (Working In) as your immigration consultants and that we have specified that, provided you get a job offer, you will be eligible to move to New Zealand.

Cover letters shouldn't stop you from applying for a job. They should come naturally. You are eligible for the job. You do have the skills. You have read the job advertisement. Write that letter. Don't make it more than a page long. If you've got any more queries, just have a look at our cover letter template which can guide you further.

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Letter of support

Introduction

Hello, my name's Paul Goddard from Working In. Today in this video I want to talk to you about our letter of support. This is one of the most important tools that we can give you in your search for a job offer in New Zealand. The letter of support is a simple one-page document provided by us to you that says to an employer that you are eligible for a visa (because we've checked that out), that you are document and move ready (because we've done that with you as well), and that you're available on zoom or skype or facetime for a call. It also says, and this is important now with the changes to immigration policy, that as an employer they will need to be accredited to offer you a role. It also says that if they aren't currently accredited, don't worry, we can help them do that. Then it says that, if and when they offer you a role, a visa can be processed quickly and smoothly (usually within two to six weeks).

Importance of Letter of Support

So this letter of support is really important because it gives the employer the clarity that they need. It shows them that you're skilled, eligible, ready to move and you've got help and support around you to make sure the process runs quickly. More importantly, if they need it, they have also got access to help and support to get them through this process of getting you to New

Zealand from overseas. The most constant feedback we get from employers who have given roles to our clients is that if the letter of support wasn't with the CV when they received it (in other words, if it wasn't part of the application), they wouldn't have moved forward. They wouldn't have even engaged. They would have just deleted the CV and moved on because a CV on its own doesn't tell the employer what they need to know. Your CV tells the employer that you can do the job. It doesn't show them how you're going to get to New Zealand if they offer you the job. And if the employer doesn't have that clear way forward that they can see, how can they move forward?

Limitations and recommendations

Now, we have to be very honest about this; A letter of support is by no means a guarantee of an interview or a job offer. You will still get lots and lots of employers who ignore you. You will still get lots of employers who say no. They'll come back with the response of "sorry, you're overseas, we can't help you." Or they won't respond at all. Or they might say something like "hey, you look Great, let us know when you get here." So you have to bear this in mind when you're sending your letter of support that it is not a guarantee. However without it, getting an interview or getting a response is almost impossible. So when you've got the letter of support from us and you're ready to apply for jobs, you can actually send your CV with the letter of support.

Use Letter of Support effectively

Our advice is that you actually have the letter of support as part of your CV. So if your CV is a PDF or a Word document or whatever it might be, put the letter of support with it.

Usually at the back, you know, if your CV is two, three, four pages long, the fifth page can be the letter of support. The reason we say to make it part of your CV is that sometimes if you're applying for a job online, it will only allow you to upload one document so it will only allow you to upload a CV and if your letter of support isn't part of your CV then you won't be able to send it you'll send your CV and then you'll try and send a letter of support separately and you can't okay so for those applications where you can only upload one document, you need a version where the letter of support is part of your CV.

If the letter of support can be sent separately, then by all means send it separately. In other if you can actually upload multiple documents, then send your cv separately and your letter of support. Send your CV and send your letter of support. So you've got both ways of doing it, and that's very important. Some people have said to me "I tried to send my letter of support, but I couldn't because they only allowed me to upload a CV." Well, in that case, make the letter of support part of your CV. But have both versions. One with a letter of support as part your CV, and one where it's just your CV and the letter of support is separate.

Application process and follow-up

Now when you actually apply for the role if you can send an email with your application or if there's a note section if it's an online application do say "please see my attached letter of support, which explains my eligibility to move to New Zealand, and I have got help and support from Working In to help me do this." Again, word that whichever way you feel comfortable with, but let them know that there is a letter of support, you know, because if it is going separate to your CV, you want to make sure that they read it and don't just look at your CV on its own.

Tell us you've applied

When you send your application, let us know that you've applied (use this form). You'll be able to tell us that you've applied for a role and you can say "hey guys, I applied for this role today." Give us as much information as you can. Don't just say "I applied for this role" and we've got nothing. Give us the contact details. Who did you apply to? What is the contact email address that you went to? What is the job title and description? Etc.

Now you won't always be able to do that. Some roles won't give you that information. It might be advertised by a recruitment agent or something, and you don't actually know who you're applying to. In that case, not much we can do about that, but if you can give us contact details for an employer we can then try and follow up wherever possible. It's not always possible, but wherever possible, we can try and follow up and tell them "hey, you know, Joe's just applied for this job with you. You've got his CV. You've got our letter of support. He's 100% committed. Everything's in place, ready to go. We're assisting. If you're interested in Joe and you want to move forward, why don't you give him a call. We're here to make sure the process runs quickly and smoothly. Any questions, let us know." Then we can even again reinforce to them that "if you're not currently accredited, let us know. We can see if we can help you become accredited."

This is going to become more and more important as time goes by with these changes to immigration policy around accreditation.

Helping with employer accreditation

If you're reaching out to an employer that's not accredited, we need to be letting them know that there is a way potentially for them to become accredited. We are helping hundreds of employers get their accreditation at the moment. More and more employers are reaching out to us all the time for us to help them do their accreditation. Just because an employer isn't accredited doesn't mean they can't become accredited and then offer you the job.

So very important, the letter of support is one of the most essential tools that we give. If you are applying online to recruitment agents or directly to employers, make sure you've got a letter of support from us. Make sure that letter of support gets in front of that employer or recruiter, and, wherever possible, give us the contact details that you've applied to so we, wherever possible, can try and follow up with that employer.