



STEP BY STEP GUIDE TO GETTING A NEW JOB

TASK	ACTION	TIPS/ADVICE	DONE Yes / No
CV or Resume	Update with new skills/experience and make sure contact details are correct	https://bit.ly/3iwPKI6	
Cover Letter	Create a "Master" document that can be amended for each application	https://bit.ly/3ZxNfQb	
LinkedIn Profile	Add/Update photo and employment info with new responsibilities / achievements / skills etc Set up "Open to Work" in your profile but make sure you set it to visible by recruiters only	https://bit.ly/3iCOv44	
Job Alerts	Set up on LinkedIn, Seek, Trade Me and any others you use. Specify relevant jobs so you only receive notifications of jobs that are definite options	https://bit.ly/3GXsV3r	
Applications	Start applying. Make sure your CV or Resume and cover letter are adapted for each application. Keep a list of jobs you apply for and update it as you get responses	https://bit.ly/3H05R3X	
Interview Preparation	Prepare for a company/recruiter phone screening call. Once an interview is confirmed, go through your CV or Resume and put together examples for behavioural interview questions	https://bit.ly/3CMerkC https://bit.ly/3k0TVWH	
Interview Confirmed	Do your research and preparation well ahead of the interview	https://bit.ly/3XpYxUL	

Need one-on-one personalised help?

Give me a call and take advantage of a free 15 minute consultation

