

# Develop job hunting skills

A suggestion for implementing the strategy  
'Prepare students with future-focused skills'  
from the Guide: [Preparing students to leave school](#)

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- Includes:**
- Practise skills employers value
  - Practise self-advocacy skills
  - Create CVs and cover letters
  - Prepare for job interviews
  - Check the job offer

Inclusive Education

From

Guide: [Preparing students to leave school](#)

Strategy: [Prepare students with future-focused skills](#)

Suggestion: [Develop job hunting skills](#)

Date

13 May 2024

Link

[inclusive.tki.org.nz/guides/preparing-students-to-leave-school/develop-job-hunting-skills](https://inclusive.tki.org.nz/guides/preparing-students-to-leave-school/develop-job-hunting-skills)

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## Practise skills employers value

Discuss with students the seven essential employability skills and how they can develop them.

Posters and more information is available on the [Careers NZ](#) website.

- 1 Positive attitude
- 2 Communication
- 3 Teamwork
- 4 Self-management
- 5 Willingness to learn
- 6 Thinking skills (problem solving and decision making)
- 7 Resilience

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## Practise self-advocacy skills

Ben talks about the self-advocacy skills he uses to request and explain the supports he needs to be successful.



Video hosted on Youtube <http://youtu.be/UN7dDBCmxxE>

Closed Captions

Source:

[BLENNZ](#)

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## Create CVs and cover letters

A CV or Curriculum Vitae showcases a person's work experience, achievements, awards and qualifications.

A cover letter accompanies a CV when you apply for a job.

The School Leavers' Toolkit and Careers NZ have tips and tools students can use.

- [Writing your CV](#) – School Leavers' Toolkit
- [CVs and cover letters](#) – Careers NZ
- [CV Builder](#) – Careers NZ

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## Prepare for job interviews

To prepare for job interviews, research the place of employment, discuss appropriate dress code, and practise interview questions and techniques.

The School Leaver's Toolkit and Careers NZ have tips and tools students can use.

- [Interviews](#) – Careers NZ
- [How to prepare for a job interview](#) – School Leavers' Toolkit

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## Check the job offer

Help students to understand their rights and responsibilities at work and to check job offers.



Video hosted on Youtube <http://youtu.be/XQLohn3JqJ4>

Closed Captions

Source:

Ministry of Education

<https://school-leavers-toolkit.education.govt.nz/en/getting-a-job/my-rights-and-responsibilities-at-work/>

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