# **10 steps to job hunting**

**Step 1: Research job opportunities**

Research jobs that fit your skills and your job hunting will be more focused.

* Identify your skills and interests for the type of job you’re looking for.
* Talk to someone at the organisation you’re interested in and ask whether the skills and qualifications they need match yours.
* Research the organisation's website to see if they have the type of jobs you want.
* Find jobs by checking job vacancy and recruitment websites, government, council and industry organisation websites, social media, professional and industry journals, and by going to career expos or promoting yourself at industry networking events.
* [Figure out your skills](https://www.careers.govt.nz/plan-your-career/start-to-plan-or-change-your-career/figure-out-your-skills/).
* [Job profiles – find out job entry requirements](https://www.careers.govt.nz/jobs-database/).
* [How to find out about job vacancies](https://www.careers.govt.nz/job-hunting/finding-work/how-to-search-for-jobs/).
* [Job vacancy and recruitment websites](https://www.careers.govt.nz/job-hunting/finding-work/job-vacancy-and-recruitment-websites/).

**Step 2: Write or update your CV**

Your CV tells people who you are. It needs to demonstrate how you'll add value to an organisation, what you do well, and what problems you've helped solve in the past.

* Tailor your CV to the jobs you’re applying for so employers can see you’ve got the right skills and experience for the role. You can include transferable skills from your volunteer, community work or work at home.
* Include your personal statement – a small paragraph at the top of your CV summarising your skills and strengths.
* Include examples of your achievements, including how your work contributed to successful outcomes.
* Keep it short because employers are busy and are mainly looking for relevant work experience.
* Choose referees who can speak well of your achievements and your working style.
* How to write a CV.
* CV and cover letter templates.
* Find referees who can speak about your skills and good character.

**EXAMPLE OF CV**

Edip Özer Arman

Tel: 0312 210 8184

e-mail: [eoarman@hotmail.com](mailto:eoarman@hotmail.com)

Hızıroğlu Öğrenci Yurdu

06531 ODTÜ

Ankara/TURKEY

**EDUCATION**

1999 - 2004 (expected) Bs-Major:

Middle East Technical University/Ankara–TURKEY Mechanical Engineering

CGPA: 2.90 / 4.00

2001 – January 2004 Bs-Minor:

Middle East Technical University/Ankara – TURKEY

Aerospace Engineering-Aerodynamics

CGPA: 2.29 / 4.00

1996 – 1999 High School:

Özel Çağ Lisesi/Tarsus – TURKEY

Mathematics – Science Branch

CGPA: 4.33/5.00

**WORK EXPERIENCE**

08.2003 – 09.2003 TAI – Turkish Aerospace Industries, Inc./Ankara

Design and Development–Structures Division

Weight and balance application on aircraft components

06.2003 – 07.2003 TUSAŞ–Turkish Aircraft Industries, Inc./Eskişehir Technical Support Department Report preparation on dynamic levels of approximations on navier–stokes equations

07.2002 – 09.2002 ROKETSAN Missiles, Inc. / Ankara

Engineering Development Department

Conceptual design of a UAV

**LANGUAGES**

* Turkish (Native)
* English (Fluent)
* German (Beginner)

**COMPUTER LITERACY**

* MS Office applications (Excel, Word, Powerpoint)
* C++ Programming Language
* CADKEY
* MATHCAD
* OpenGL Graphical User Interface (2D applications)
* Internet Tools

**PROJECTS**

Fall 2003 Design and Production of an Intelligent Vacuum Cleaner / METU

Fall 2003 Conceptual Design of a Turbofan Jet Trainer Aircraft/METU

**RESEARCH INTERESTS**

* Structures
* Computational Methods
* Aerodynamics

**SCHOLARSHIPS & AWARDS**

* Dean’s Honor List: 2000–2001 (Fall), 2001–2002 (Fall), 2002–2003 (Spring), 2003–2004 (Fall)
* Halkbank Scholarship
* Turkish Government Scholarship for Higher Education

**INTERESTS**

* Playing basketball (licensed player in high school team)
* Playing chess (licensed player in high school team)
* Playing the guitar (participation as a guitarist in the Festival of Deetz, Germany in summer 2000)
* Drawing cartoons (active member of METU Cartoon Club)

**REFERENCES**

Available upon request

Reference:

<https://www.careers.govt.nz/job-hunting/finding-work/10-steps-to-job-hunting/#cID_476>