**Step 3: Write online profiles**

Professional networking sites like LinkedIn have become popular with employers. Sixty percent of hiring managers say they’re less likely to give you an interview if they can’t find you online. Make yourself visible to employers online.

* Use social media platforms like LinkedIn and Twitter to boost your public profile and highlight your skills.
* Sign up with industry-specific social media, for example, pond.co.nz for teachers or builderscrack.co.nz for builders.
* Set up a personal professional website or Facebook page just for job seeking that has links to your CV, a short video bio, examples of your work, and images of hobbies or interests.
* Use Instagram or a blog to show off your creativity if you work in a creative industry.

**Step 4: Check your social media**

If you make it to the interview stage most employers will have looked you up online. Before you start your job search make sure you have a clean digital footprint.

* Google yourself with a quick name search to find out how you come up online. If you like what’s there then you’re fine. If something you wouldn't want an employer to see comes up on Google, have it removed or made private. If nothing shows up, raise your profile by tweeting or building a LinkedIn profile.
* Keep your private life private by triple checking your privacy settings and if in doubt, don’t post or ‘like’ posts.

**Step 5: Apply for jobs**

When you apply for a job, your cover letter and application form that goes with your CV should include important information for employers.

* Write a brilliant cover letter using out cover letter template.
* Show you're enthusiastic about the role by giving examples in the cover letter of how your skills and experience match the tasks and requirements listed in the job advert. And tell the employer why you’d like to work in their company.
* Check if there’s an online application form to fill out. If you keep your CV in a Word document, you can easily get information from it to put into online applications.
* [How to write a cover letter](https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-a-cover-letter/)
* [CV and cover letter templates](https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/templates/)
* [How to write an application form](https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-an-application-form/)

**Step 6: Prepare for interviews**

An interview is a chance for an employer to meet you in person, and for you to assess whether you would like to work there. So it’s important to spend time preparing for your interview.

* Find out more about the organisation online – its products, services and key people.
* Reread the job description to prepare for questions you may be asked.
* Make sure you have questions ready to ask them, and evidence of your achievements.
* Practise your interview by writing out possible questions you’ll be asked and getting a friend to interview you.
* [Getting ready for an interview](https://www.careers.govt.nz/job-hunting/interviews/getting-ready-for-an-interview/)
* [Questions you can ask at an interview](https://www.careers.govt.nz/job-hunting/interviews/questions-you-can-ask-at-an-interview/)
* [Work and Income website - help with costs while starting or finding work](https://www.workandincome.govt.nz/products/a-z-benefits/finding-or-starting-work-help-with-costs.html)
* [Dress for Success website - helps disadvantaged women find appropriate business clothes for job interviews](http://www.dressforsuccessnz.co.nz/).

Reference:

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