

Industry-Specific Job Hunting Guide

While the basics of job hunting apply everywhere, small tweaks to your CV and interview approach can make a big difference depending on the industry. Here are some tailored tips for some of the most common industries we recruit for.

Find the section below that matches the type of work you're after.

Warehouse & Logistics

Employers in this space are looking for reliability, safety awareness, and the right licences. Being specific about what you can operate and what you're certified in makes a big difference.

On Your CV

- List all forklift and vehicle licences clearly near the top of your CV - be specific about the type (e.g. counterbalance, reach, stock picker)
- Note your driver licence class and any endorsements (e.g. F endorsement for forklift, W for wheels/tracks)
- Mention specific equipment and systems you've used (e.g. RF scanner, WMS, voice pick)
- Highlight reliability - attendance record, punctuality, and ability to work shifts
- Include experience with specific warehouse tasks: receiving, put-away, pick/pack, dispatch, stock takes

In Your Interview

- Be ready to talk through the types of equipment you've operated and the environments you've worked in
- Mention your flexibility around shifts (early starts, nights, weekends, overtime)
- Be upfront about any licences that are expired or due for renewal - better to mention it than have it come up later
- Talk about how you work safely under pressure, especially around targets and KPIs

Keywords That Stand Out

Forklift licences: counterbalance, reach truck, straddle carrier, order picker, stock picker, turret truck, side loader, ride-on pallet truck, walkie stacker, rough terrain forklift

Driver licences: Class 1, Class 2, Class 4, Class 5, F endorsement (forklift), W endorsement (wheels/tracks/rollers), dangerous goods (DG)

Equipment & systems: RF scanner, WMS (Warehouse Management System), voice pick, pick-to-light, pallet jack, stretch wrap machine, dock leveller

Warehouse tasks: pick/pack, bulk picking, batch picking, goods receiving, put-away, dispatch, stock takes, cycle counts, inventory control, FIFO, returns processing

Safety & work type: manual handling, PPE, hazard identification, induction trained, OSH, shift work, night shift, weekend availability, casual, temp-to-perm

Trades & Construction

Employers are looking for relevant tickets and licences, hands-on experience, and a strong safety mindset. Being specific about your certifications is essential.

On Your CV

- List all current tickets and certifications clearly with expiry dates where relevant
- Include specific tools, machinery, or systems you're experienced with
- Mention your driver licence class and any endorsements
- Highlight experience on similar sites or project types (residential, commercial, civil, industrial)
- Note any trade qualifications or apprenticeships, even if not completed

In Your Interview

- Be ready to talk through your understanding of site safety procedures and toolbox talks
- Mention your reliability - turning up on time and ready to work matters a lot in this industry
- Be upfront about any tickets that are expired or due for renewal
- If you've worked on specific project types, mention them - employers often want like-for-like experience

Keywords That Stand Out

Safety tickets: White Card (Construction Induction), First Aid, Site Safe passport, working at heights, confined space entry, asbestos awareness

Equipment licences: EWP (Elevated Work Platform), scissor lift, boom lift, telehandler, crane (F10, F20), rigging, scaffolding (basic, intermediate, advanced)

Driver licences: Class 1, Class 2, Class 4, Class 5, W endorsement (wheels/tracks/rollers), dangerous goods (DG), heavy vehicle

Trade certs: NZQA trade certificate, apprenticeship, electrical registration, plumbing licence, gasfitting, drainlaying, LBP (Licensed Building Practitioner)

Tools & skills: power tools, hand tools, concrete, formwork, steel fixing, carpentry, roofing, painting, tiling, drainage, civil earthworks, reading plans/specs

Administration & Office Support

Employers value accuracy, organisation, and good communication skills - both written and verbal.

On Your CV

- List software you're confident with - be specific about your level (e.g. Excel: pivot tables, VLOOKUP)
- Highlight organisational skills - managing schedules, processing data, handling correspondence
- Include typing speed if strong, and any relevant qualifications (business admin, customer service)
- Keep formatting clean and professional - this CV is often the first impression of your attention to detail

In Your Interview

- Be ready to discuss how you prioritise tasks when things get busy
- Mention your comfort with phones, emails, and dealing with people at all levels
- If relevant, talk about confidentiality and handling sensitive information

Keywords That Stand Out

Software: Microsoft Office (Word, Excel, Outlook, PowerPoint), Xero, MYOB, Salesforce, SharePoint, Teams, Zoom, Google Workspace

Excel skills: data entry, pivot tables, VLOOKUP, formulas, reporting, spreadsheet formatting

Admin tasks: scheduling, diary management, meeting coordination, minute-taking, filing, document management, reception, switchboard

Skills: accuracy, attention to detail, confidentiality, written communication, verbal communication, multitasking, time management