

## How to Apply

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Before applying for this position, please ensure you have read the company, position information and job description.

To apply for this position please submit the following documents (Microsoft Word format):

1. Your cover letter
2. Your curriculum vitae
3. Your answers to the questions below

Please address your cover letter to Rachael King, explaining **why** you are interested in this position with a brief outline of the relevant skills and experience you possess.

Your curriculum vitae will include the following information:

- To be no more than 3 pages in length
- Evidence of building industry experience (minimum of two years)
- Recent relevant work experience
- Evidence of other relevant skills, achievements and any qualifications (If applicable, please include evidence of proven sales ability and success)
- Summarise responsibilities and list achievements in previous roles (providing evidence where possible)

Please answer the following questions (no more than 250 words for each answer) and submit these with your application:

1. What appeals to you about this role and why would you be the ideal person for it?
2. What are your career goals and how would EcoSmartHome help you on your career path?

**Applications that fail to include all the above details will not be considered.**

Please submit your application by emailing these documents to [rachael.king@ecosmarthome.co.nz](mailto:rachael.king@ecosmarthome.co.nz)

**Applications close 5pm Friday 5<sup>th</sup> March 2010**

You will be updated on the status of your application no later than **5pm Friday 12<sup>th</sup> March 2010**.

We sincerely thank you for your interest and the time you have taken to apply.

Rachael King  
Training and Development Manager  
EcoSmartHome  
Energy Mad Ltd