



Improve your job search. Find your next job.

Tell me why

Finding work is often a job in itself. There are a number of tasks involved and all of them take effort.

Understanding the different steps involved in searching for a job and developing a plan or strategy around how to best tackle these will help you shine. Your plan is not set in concrete – you can update or change it at any time.

If you've been applying for jobs for a while but not getting many responses or you are making it to interview but are yet to be offered a job then it could be time to brush up on your technique.

Read on to consider changes you might consider making so you can improve your job search and find your next job.

My job search priorities

Spend some time figuring out your job search priorities by working through the following checklist.

I want to:

- identify what I have to offer employers
- get a better understanding of what employers want
- find advertised vacancies
- find unadvertised job vacancies
- find work experience or volunteer work
- improve my cover letter writing
- improve my résumé writing
- improve my job interview skills

Job search preparation tips

Spend time looking at job ads. Identify the skills and personality attributes employers want job applicants to have. Work out how many of these you have and find examples from your work history or volunteering or life experiences to demonstrate you have the required skills.

Develop your “work” personality. It pays to have a “social self” for friends and family and a “work self” for employers and those playing a role in your employment future. We all know we might need to wear different types of clothes to job interviews but what other areas of our lives should we adapt when job hunting? Is it time to practice a different way of speaking (no swearing, mumbling, talking too loudly or too softly)? Do you need to update your personal presentation with a haircut?

Update your employability skills. Is it time to get fresh information on your résumé? Has it been a while since you held a job? Would a work experience placement or volunteering role give you a recent record of attendance and work performance? Who can act as your referees? Could work experience or volunteering help you secure new referees?

Look in different places for advertised jobs. Major job sites such as jobsearch.gov.au are great but expand your view to include websites and Facebook pages of companies you would like to work for; job listings on specialty websites and social media platforms like LinkedIn; industry news sites; trade and industry association websites; and “staff wanted” signs posted by local businesses.

Tap into the hidden job market by networking. “Networking” is just another way to describe talking to people you know about job leads. Your network includes family, friends, former co-workers, fellow members of sporting and community clubs and those working in businesses you frequent such as pubs, cafes, retail stores and even the receptionist at businesses you visit.

Improve your cover letters and résumés. Think of cover letters and résumés as marketing brochures selling a very important product – you. Each time you apply for a job, you need to tailor your cover letter and résumé to demonstrate your strengths that best match the job on offer.

Master the basics using the Next Steps factsheets: ‘Improve your cover letter’ and ‘Improve your résumé’.

Get ready for job interviews. Always find out about an employer before attending an interview. Find out what products and services they offer, whom you’ll be meeting and his/her role within the company. Make sure you know where the company is located and how you are you going to get there.

For more information go to the Next Steps factsheet: ‘Improve your job interview technique’.