

## ***Tips for Successful Job Seeking***

### **Your Resume.**

It should contain your name and contact details (address, mobile phone and email address), next comes your work history, detailing (dot points) the duties you performed in each role. After that, list education and training history including tickets, licences, trade and other qualifications. Include two work referees.

#### ***Hints:***

- Phone message and email address are part of marketing yourself - professional and business- like.
- Only include DOB if you are very young and just entering the workforce.
- Leave out marital status.
- Don't use 'character' references – only employment related referees.
- Two pages are long enough.

### **Your Cover letter.**

This is a one page letter expressing interest in a particular job and including information *relevant* to the job that can't be included in your resume. This might include examples where you have achieved success at work (relevant to the job you are applying for) solved problems and/or explain why you are a great candidate for the job you are applying for. Using specific examples to illustrate is OK if you can describe briefly.

#### ***Hints:***

- Use the contact person's name and position in the organisation where possible in the name and address block at the start of the letter.
- Then use either Dear Sir or Madam depending on the gender of the contact person.
- Finish your cover letter re-asserting your interest in the position and stating your availability for interview and re-stating your contact phone number.

### **The Interview.**

Interviews may be formal or informal. Sometimes there may be an interview panel of 2, 3 or even 4 people and sometimes an interview will seem like a friendly chat with one person. In both instances, the purpose of the interview is to assess your suitability for the job, and to assess how you might 'fit in' to the organisation.

#### ***Hints:***

- Practice for interviews by doing some preparation (research the company, understand the job you're applying for, think about some questions they might ask you and prepare your answers).
- Write down some examples from your work history that you'd like to mention, have some phrases in your head which describe your abilities and attributes.

- Be yourself – especially if you are friendly and professional by nature! Smile, shake hands and maintain eye contact.
- Ask questions which show your interest in the job or your knowledge of the industry.
- Don't ask questions about pay and conditions. The appropriate time for this would be *after* you've been offered the job.
- Dress appropriately for the job you are applying for. (eg clean work clothes and shoes)

### Cold Canvassing.

You can reduce competition for jobs you apply for if you ***look for the jobs that are never advertised.*** This means arming yourself with copies of your resume and a *generic* cover letter and covering a territory such as the Pt Kembla Industrial estate, Unanderra, Ingleburn, Bankstown...Potential employers like serious job seekers who will go the effort of literally calling in to ask about job opportunities. It's tough, but putting yourself out there can pay dividends.

#### **Hints:**

- Go dressed as though for an interview (ie clean work clothes and shoes.)
- Take your mobile phone with you in case you get calls on the day.
- Take a note pad to record the name and address of the business you've left your resume with. Or grab a business card or brochure from the business with their contact details provided.
- Ideally, take a person who will drive you and wait for you as you cover a territory.
- Follow up, by phone, the businesses you'd particularly like to work for.

### Accepting a Job.

It's a great feeling to be offered employment, so congratulate yourself on your success. Thank the person who contacts you for the offer. If they aren't forth coming with the information you need, ask if they are the person you should talk to about any queries you have. If not, ask for that person's contact details.

#### **Hints:**

- It's important to know about the start date/time (obviously), the pay and the conditions. Ideally, you will have this information before you start the new job.

### Two of the most important characteristics for success in job seeking are *flexibility and persistence.*

#### **Hints:**

- If you are having difficulty finding a job in your local area...consider broadening your geographic search.
- If you are having difficulty finding a job in your occupation, consider re-training.
- Use all the help that is available to you either through personal contacts, former colleagues, Job Clubs, private recruitment agencies, labour hire and employment service providers.
- Seriously consider taking the first job you are offered, even if it's not ideal. Every job is a stepping stone to your next job and you never know where it might lead.