



Finding a job and getting an interview!

Tips to help find a job, and
make your application
strong enough to get you to
the interview round.

Find a job you want and one you think you might be good at and enjoy...



It might sound obvious: but only apply for jobs you want!

There are lots of employment opportunities.

Remember that if you apply for something, and get an interview, you will be competing with a lot of people who may genuinely want the position.

Any lack of enthusiasm on your part will show.

So apply for jobs you want- to save your time and the employers time.

So where do you look?

Newspaper

- Many employers will advertise in the career sections of the paper. Checking careerone on a Saturday will be a good start for any job search.
- This is the best place to find vacancies in small shops and cafes.
- Make sure to look during the week as well, some businesses will advertise on weekdays.

Internet

- Some businesses won't need to advertise, they are so large people just naturally apply for them.
- If you are wanting to work for a large chain store (Woolworths or Coles, Cotton On, Myer etc.) it may be best to go to their website directly.
- A lot of large companies have online applications that need to be filled in.

Take a walk down the street...

It costs a lot of money to advertise online and in the paper.

Some shops will prefer to save that money and will simply advertise in store.

That way they will attract locals, and people who may already be customers.

So if you can't see anything in the paper, and trawling through the internet is getting boring: go for a walk!

You might just stumble across your ideal job!





Take your time!

- “ If you see a position you might be interested in: don't panic!
- “ You don't need to register your interest on the spot.
- “ Talk to the store owner and tell them you will come back with a resume.
- “ Make sure you return within 24 hours, this shows you are keen for the position.
- “ When you return, bring an up to date resume, and make sure you are dressed appropriately.
- “ If you want to respond to an advert from the paper or the internet, you also have time on your hands.
- “ Make sure you take your time filling in any online applications as thoroughly and honestly as you can.
- “ If you need to respond to a job in the paper- take the time to tailor your cover letter so that it reflects the key skills desired in the job advert.

You know where...but when should you be looking?

- “ Thinking about when certain job vacancies might arise is important if you want to maximise your chance of employment.
- “ If you are wanting a job over the summer holidays, don't start looking when school finishes!
- “ A lot of 'Christmas Casual' positions get filled in September, giving the employer time to train their recruits before the holiday period.

Christmas time already? Haven't applied for a job? Don't worry! There will still be opportunities available. You might just need to look a little harder. Focus on smaller stores, as most of the large companies will have filled their summer vacancies.



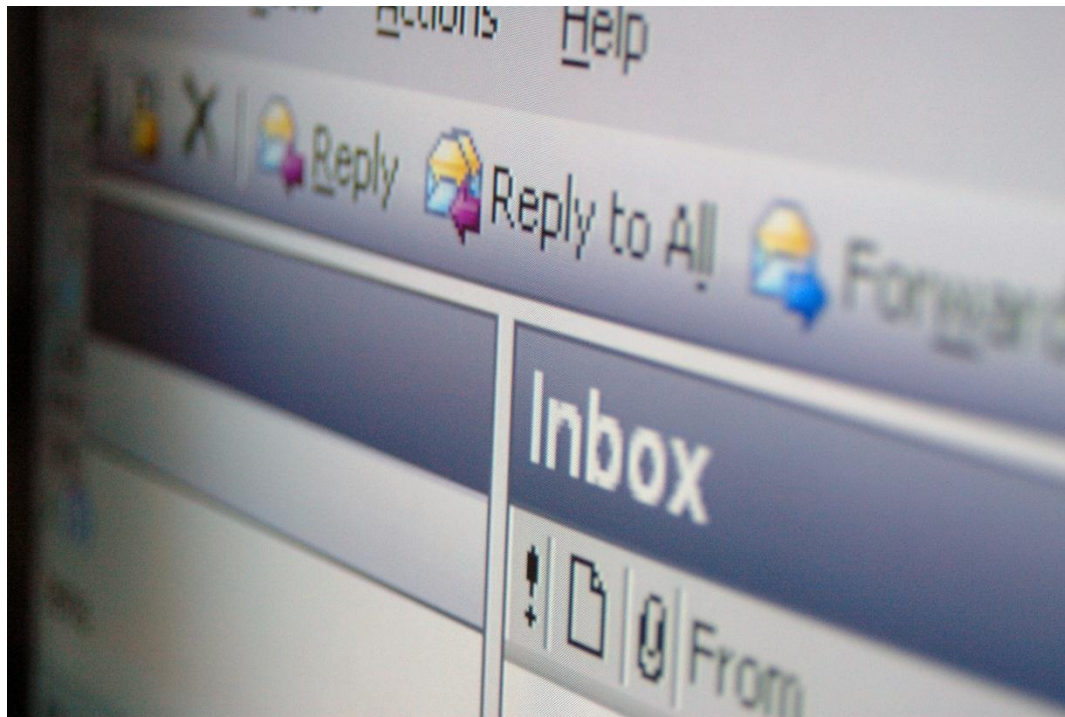
The moment you respond...your application process begins!



You have found the right job and you want to apply! That's fantastic. But remember....

When you respond to a job advert you begin the process of assessment. Every detail the employer gains from you can be used as part of their decision making process.

Think about who you appear to be...



joe_bloggs@emailprovider.com

Many of us get our first email address in primary school, and it usually stays with us for a very long time.

This email may not be appropriate for an employer to receive;

cool_fluffy_chicken254@hotmail.com will not make an employer think very highly of you from the instant they get to know you.

Before emailing a resume, make sure you create an account that is basic and professional. The best idea is to **use your own name.**

That way the employer won't have any reason to doubt your maturity.

Keep one email for jobs, one for your social life. Many email providers let you link accounts, so you won't ever forget to check both!

- o **Good:**

To whom it may concern,

I am writing in response to your advertisement in the careerone section of the advertiser 24/04/2024.

Please find attached my resume and cover letter.

If you have any questions, please feel free to contact me. My contact details are listed below.

I look forward to hearing from you,

Maria Make-Believe.

- o **Not good:**

Hey,

My resume is attached.

Tim.



Watch what you say!

Many jobs now require an emailed resume as the first point in the application process.

Make sure your subject line and email content are appropriate.

It's not just your resume that will be judged!

Change your voicemail

You might have done everything right...



...except answer your phone!

- If an employer wants to meet with you for an interview, they will most probably call you to arrange an interview time.
- If your voicemail is inappropriate- an interviewer may change their opinion of you.
- Even if it is just while you are applying for jobs, change your voicemail so that you sound professional and mature.

E.g.

Hello, you have called Sarah Someone. I am unable to come to the phone right now, but if you leave your name and number, I will call you back as soon as I'm able. Thank you. Bye!

Start selling yourself from the first conversation...

If the employer calls you to organise the interview: make sure you appear at your best.

If a number you don't recognise calls, answer it in a quiet location and politely.

Instead of saying **'What'up?'** try **'Hello, Nathan speaking.'**

Throughout the conversation, if you see an opportunity to increase your chances: take it!

They say:

"We have had a high number of responses to this position but are happy to say you have been selected for the interview round."

You say:

*"That's fantastic. Thank you so much for giving me the opportunity to come and meet you. I can understand that a lot of people would be interested in this position, I'm definitely very interested. I'm really excited to show how my **communication** (for example) and **customer service skills** (another example) will benefit your business."*



Make sure you highlight skills that are relevant to the position.

If you think you missed anything out of your résumé, now is a good time to fill them in!

...but keep it brief!

We all know what it is like to be stuck on the phone to someone who won't stop talking!

There will probably be a number of people invited in for interviews, so the person calling you will be trying to get them done quickly.

So make sure you stand out but don't hold them up.

Slip in one or two positive things about yourself and leave a good impression.



Haven't heard back?



Unfortunately there is no magic key when it comes to job application success.

Ultimately though, it will probably come down to numbers. If you liked the sound of the job, a lot of other people probably did too, and that would mean a lot of applications for the employer to go through.

If you do get a phone call telling you that you're not successful, ask why. It is always good to learn where you can improve.

Don't wait for one job- keep applying and stay positive. Don't get put off if you're not successful- you may still have been a very highly regarded applicant.

Keep applying and still haven't been successful?

It could be that your resume is letting you down.

If you have applied for a lot of positions and have been unsuccessful- you may be presenting yourself well on everything but the most important bit of paper.



Take a look at our 'Resume Tips' slideshow to see how you can sell yourself in the best possible way.