



TOP TIPS FOR JOB SEEKERS!



Australian Work Force

1 RESUME WRITING TIPS

Your resume should be easy to read – well set out without clutter. Use a plain font like Arial or Times New Roman. Bold the headings, but no need to underline.

The resume should be tailored to the job you are applying for. Research the company, and read the job description carefully. Make sure your resume demonstrates your capabilities in relation to the role being advertised.

Use keywords in your resume. When looking at the position, use the same keywords that the advertiser uses. You are repeating language back to them that they are familiar with.

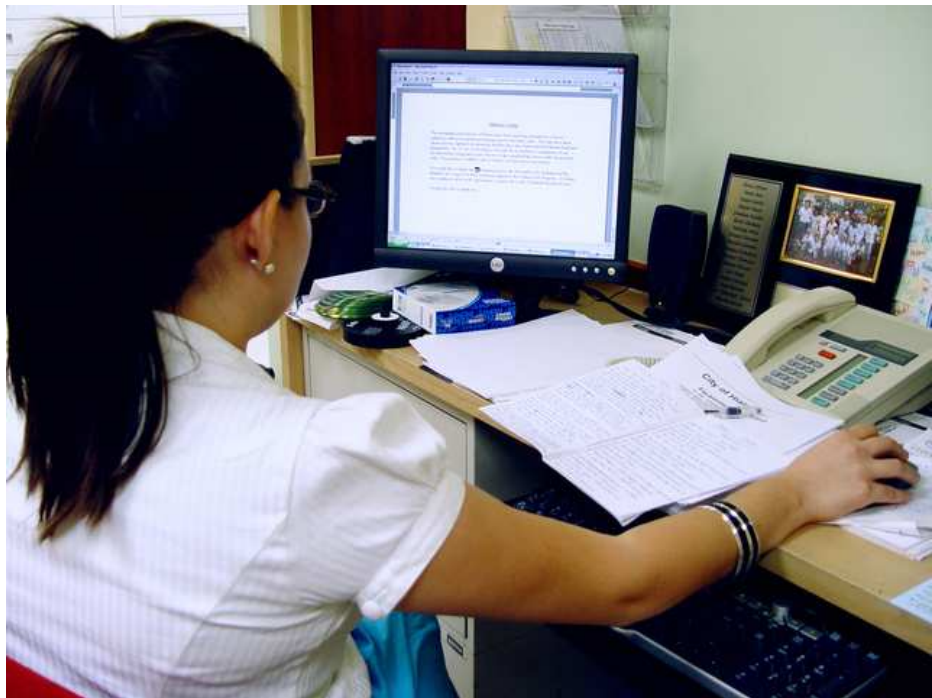
Agencies also search by keywords in their databases, so it is important to have keywords that come up and show you as being suitable.

When writing about your work experience, list the responsibilities you had in each role, and then list key achievements that you attained while working in each role. Two to three for each position is good.

Cover letters are also important and should be tailored specifically for each position you apply for. Once again, look

for specific skills and attributes that are required, and reiterate in your letter that your skills and attributes match what the company is looking for.

Don't lie or over embellish in your resume or cover letter, because it won't take potential employers long to work out that is what you're doing! Be honest, it is much more appreciated by agencies and potential employers. In the end it will help you get matched with a position that suits you as well.



2 INTERVIEW PREPARATION

When you are called for an interview, make sure you're ready!

Make sure you allow yourself plenty of time so you don't run late. Being slightly early or on time allows you to be more relaxed and focus on the task at hand.

Check beforehand where you are going and who you are seeing so that you are organized when you arrive.

You will most likely be asked questions from the potential employer. Some standard questions might be:

What can you offer this company?

Where do you see yourself being in five years?

Why have you applied for this position?

You may also be asked to give specific examples of instances where you have completed a task, ie, tell me about the month where you had your highest sales volume and how you achieved that.

This is why it is important not to lie or exaggerate on your resume. You will be found out very quickly if you do. Honesty is the best policy!

Be a good listener, be enthusiastic and ask questions. It goes without saying that you should be professional at all times. Wait for the interviewer to finish what they are saying before answering – be careful not to cut them off in your enthusiasm.

It is also a good idea to practice your 30 second 'elevator pitch'. You should include who you are, what you do and how you can benefit the employer. By practicing your 'commercial' you will become more confident in yourself and your abilities.

Don't forget to smile and be friendly.

Last but not least, dress to impress! It is better to be over-dressed than under-dressed. Dress in a professional manner, appropriate for the position and the company you are attending the interview with.



3 BODY LANGUAGE

Body language is another important aspect when attending the interview process.

Start with a firm, friendly handshake. Smile and maintain eye contact.

Sit straight in the chair, no slouching! Lean slightly forward, don't lounge back like you're at your mate's place!

Don't yawn, fidget, sniff or scratch.

Using subtle hand gestures is good, but don't keep touching your face. Doing things like rubbing your nose can make you appear dishonest.

Don't show that you are nervous, even if you are. Take your time to answer so that you don't seem to be rushed. This will also help you be clearer with your answers.

You'll be shaking hands with your right hand, so carry any belongings (coats, papers etc.) in your left hand so that you don't have to shuffle things around – you'll look more organized and prepared.



4 SOCIAL MEDIA AND ONLINE PRESENCE

In today's world of the internet, most people have an online presence. Some of the more popular social media sites are Facebook, Instagram, Twitter and Linked In.

Be aware that many agencies and potential employers will check out your online presence before hiring you, so it is of utmost importance to keep your online accounts in good order.

Linked In is the business portal for social media. This is like your online resume. It should be professional and kept up to date. Employers will look through Linked In sometimes and approach potential employees that way rather than advertising, so keep your Linked In profile up to date!

With other social media like Facebook and Twitter, be careful about what you post. Employers are looking for things such as reference to drinking and drugs, inappropriate photos, comments about past employers and other discriminating comments about news events and people.

Be careful! Build your personal brand through your social media and act as if your employer is reading all about you. Don't post anything inappropriate.

Social media can give potential employers insights into your personal life and tell them a lot about what sort of person you are. Make the right impression!



5 REMAIN POSITIVE!



The first thing to remember is that it's not personal. If you apply for a position and you don't get it, it is because the company found someone that they thought was a better fit. No matter how suitable you think you are, it's up to the person or people who are hiring.

Maintain a regular routine with your job searching. Make sure you check each day for new positions that might have become available. Keep your finger on the pulse!

Physical exercise is a great outlet for frustration and at the same time will keep you

fit and encourage the right frame of mind.

Another great way to keep your mind off the situation is to get yourself organized – tidy the house, clean up your paperwork, do the gardening!

Network with people who will support you. This could be friends, family or colleagues. Mix with people who encourage you – stay away from anyone who talks you down as it will rub off (even if you don't realise it is) and can keep you out of a positive mindset

Watch comedy on TV to keep positive and have a laugh!

Also, look at the world around you and think to yourself, "is my situation really that bad compared to what some people are going through?"

Not having a job can be depressing if you let it – but there is a lot you can do to keep yourself positive and in the right frame of mind while you're searching for work.

Remember that for every knock back you get, you are one step closer to the "yes!"

