

## Fact Sheet #4: Online Job Search Techniques

Looking for a job? Whether trying to find a casual job while still studying, or looking to start your professional career after completing training or a university degree, the internet is a great resource for job seeking and career development. You can look for jobs in various industries on many different websites and apply for them online. Some examples include:



Follow these steps to keep your online job search on track:

1. Assess Your Skills & Identify Suitable Jobs

2. Tailor Your Resume & Cover Letter for Each Job

3. Set Goals & Manage Your Job Search

4. Consider the 'Hidden' Job Market

5. Be Flexible, Persistent and Resilient

**Need Help?** Contact the Skills and Jobs Centre at [sjc@vu.edu.au](mailto:sjc@vu.edu.au) to make an appointment to speak with one of our Career Advisors, or visit [www.skills-jobs-centres.com.au](http://www.skills-jobs-centres.com.au) for more information