

Fact Sheet #8: Improve Your Job Search

If you are new to looking for a job, have 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 job searching skills...

Try these job search tips:



Explore your career options

Use the Job Outlook website- joboutlook.gov.au - to find jobs that suit your skills and interests, discover study or training pathways to help make the leap, and identify growth industries in need of people like you.



Look in different places for advertised jobs.

Major job sites such as jobsearch.gov.au are useful for finding vacancies. Also consider expanding your job search 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 and trade and industry association websites; and 'staff wanted' signs posted by local businesses.



Tap into the hidden job market by networking.

Networking involves talking to people you know (and sometimes those you don't know) about job leads. Your network could include family, friends, former co-workers, fellow members of sporting and community clubs and those working in businesses you may visit such as pubs, cafés and retail stores.



Spend time looking at job ads.

Identify the skills and attributes employers are seeking. Work out how many of these you have and find examples from your work history, volunteering or life experiences to demonstrate you have the required skills.



Update your employability skills.

These are skills like team work, communication and turning up to work on time. If you haven't had a job before, or have been out of the workforce for an extended period of time, think about how you have built these skills at school, through sport or community activities. You could also consider undertaking a work experience placement or volunteering role to give you a recent record of attendance and work performance. Work experience or volunteering can also help you secure referees.



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.



Present yourself well.

First impressions count with employers. Personal presentation is an important part of finding a job and will help you make a good impression. Personal presentation includes your clothing, grooming, hygiene and body language; how you speak to others; and how you present yourself on social media sites.



Get ready for job interviews.

Always find out about an employer before attending an interview. Find out what products and services they offer, with 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 going to get there. Do your research on the job you have applied for. Know the common tasks and think about why you are a good fit for the job and business.



Visit [What's Next](#) and [Job Outlook](#) online.

What's Next?

The [What's Next?](#) website is an online resource by the Australian Government to help you to find a job.

What's Next provides information on writing a résumé and covering letters, and how to prepare for interviews. These are important: your résumé and application are the first opportunity to 'market yourself' to a potential employer, and your interview is your first chance to make a good impression in person.

There are also tools to identify your skills and training options and links to government assistance programs that may be available to you.

Visit whatsnext.dese.gov.au.

Job Outlook

[Job Outlook](#) makes it easy to find and understand career information.

Use the career profiles on Job Outlook to learn about the future outlook, pay, main tasks, and physical and other demands of careers that interest you. Find out about the skills, knowledge and abilities you may need to get and keep a job. When you are ready to take action, follow links to job vacancies and related courses.

If you are not sure what sort of work you want to do or are considering a career change, the [Career Quiz](#) can help you to think about your work preferences and to get ideas for careers you can aim for. Job Outlook provides a simple snapshot of the industries and careers that are likely to be in demand in 5 years. This can be useful information when you are thinking about future study and career options.

Visit joboutlook.gov.au.



Contact the Skills and Jobs Centre at sjc@vu.edu.au to make an appointment to speak with one of our Career Advisors, or visit www.skills-jobs-centres.com.au for more information