

JOB SEARCH TECHNIQUES

SKILLS AND JOBS CENTRES

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

1. Access 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 & Resilient

You can look for jobs in various industries on many different websites and apply for them online. Some examples include:

Job Seeking Websites



Recruitment Agencies



Employer Websites



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