



# Land Your Dream Job

## What Employers Are Looking For!

### Skills:

- Communication skills that contribute to good working relationships
- Team work skills that create harmony in a work team
- Problem-solving skills that allow you to think for yourself
- Initiative & enterprise skills that will make you indispensable to an employer
- Planning & organising skills
- Self-management skills that allow you to work on your own
- Learning skills that allow you to pick up tasks quickly
- Technology skills

### Attributes:

- Loyalty & commitment
- Positive self-esteem
- Honesty and integrity
- Sense of humour
- Enthusiasm & motivation
- Balanced attitude to work & home life
- Reliability
- Ability to deal with pressure
- Personal presentation
- Adaptability
- Commonsense

● 1300 309 675  
**workandtraining.com.au**

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## Tips for a great resume!

### Cover letter secrets

Snappy cover letters are best, ones that are less than one page long and don't simply repeat your resume.

- Start by saying what you want in plain English.
- Be natural, don't try to sound like someone else - use language that you would normally use!
- If possible personalise your letter, rather than use 'to whom it may concern'.
- Include information on how, when and where you can be reached.
- Type rather than hand-write your letter. It is a business letter and should be as professional as possible.

### Need to make a resume?

Here are some headings that most people include:

- Personal/Contact Details
- Employability Skills
- Work History (list the latest first and mention specific dates)
- Education & Training History
- Other Skills (such as licences, languages spoken, typing skills)
- Activities & Interests (such as community involvement, sports, hobbies)
- Referees (preferably people you have worked with, ask permission from referees first).

### What should it look like?

Use plenty of white space, do not squeeze all your information into a small space, as this makes it hard

to read. Use a reasonable size font (usually between 10 & 12pt). And remember to eliminate all typos, grammatical and spelling errors!

### Let's talk typos

Typos are the fastest way to the rubbish bin for your resume! Check and re-check for typos and grammatical errors etc, and get someone else to proof-read it.

### Advertising YOU!

Your resume is an advertisement for you and your skills. Whoever is reading your resume wants to see proof of your skills. So describe your skills by detailing your qualifications, experience and achievements – that is, what you did and when you did it.

### Everyone has “transferable skills”

Teamwork, communication and leadership skills, along with examples of achievements are what employers are looking for. Simply listing your non-work activities is dull.

Your involvement in sporting teams, cultural or community clubs is how you will have experience and practiced these transferable skills, so give the reader some idea of the skills you have gained through non-work activities eg: captain of team, committee member of club etc.

### Keep a copy of what you send

Make a copy of each letter and resume sent, and keep it for future reference. When you get a phone call from a prospective employer it is reassuring if you can remember the company name and that you have applied for a position.





## Surviving Job Interviews!

**If you've made it to the interview stage, you have passed the first selection process, you have already done well! Think of an interview as an opportunity to let the interviewers get to know you better, and let them know what you can offer. Everyone gets nervous – it's natural.**

Remember, the aim of an interview is not to embarrass you or trick you – you've been chosen because someone thinks you may be suitable for the job!

### **Do your homework**

Check out the company before your interview so you have the facts right. Places to look include:

- The internet
- Company brochures
- Careers advisory centres
- Friends who work there.

### **Arrive on time**

Getting there 5 or 10 minutes early allows you time to organise yourself before the interview.

### **Be prepared**

Give some thought to the type of questions you will be asked:

- What do you know about the company?
- How would you add value to our company?
- Tell me 3 main weaknesses you have?
- Why should we hire you?

And also think of some questions you might ask the interviewer.

### **Practice**

Ask a friend or family member to 'interview' you. They can tell you of any distracting mannerisms (eg fidgeting, wringing your hands, biting your nails etc).

### **At the interview**

The interview is the chance to 'sell yourself' and present your skills, experience and personality:

- Make a good first impression – smile, think about your body language – sit up straight, maintain eye contact & don't fidget! These messages all go towards the impression you are making!
- Be sincere, half-truths (or worse, fabrication) are not the way to win.
- Listen carefully to the questions you are asked, and if you're not sure what the question is, ask for clarification (there really aren't any "right" answers).
- Remain calm, it's okay to take a moment or two to think about a question. Don't get flustered and blurt out the first thing that comes to mind. Expand on your answers, avoid just "yes", "no" or "I don't know".
- Ask questions as a way of showing interest in the job & shows you have given it some thought.
- Remember to smile and remember to breathe!
- Be yourself – you are unique!

### **After the interview**

close the interview with a handshake and remember to thank the interviewer for their time.

### **Did you know that employers now look at social networking sites?**

Facebook & other social networking site searches by employers are becoming more common. Be careful what you post or what gets posted by others. Protect your privacy by ensuring your information can only be viewed by friends!



## Dress to impress!

If you are a young jobseeker, here are some golden rules to help you impress... **First impressions can be lasting**, so take care with all details of your appearance. These suggestions should help!

### Look after yourself!

You are worth looking after, so make sure your teeth are clean and your breath is fresh – especially if you are a smoker. Shower each day and use deodorant. Make sure your clothes are washed and ironed.

### Cover and Conceal!

Regardless of the fashion, bare midriffs, short skirts, tight clothing or revealing cleavage are likely to make employers feel uncomfortable. Males should avoid sleeveless tops.

### Ditch the Denim!

Even if it cost you a lot of money, that denim jacket, skirt or jeans sends the wrong message. Wear business-style clothes, such as long trousers, business shirt and perhaps a tie for males, and females a skirt or neat trousers and a business shirt.

### Limit visible piercings and skin art!

Wearing numerous earrings, nose studs or tongue

piercings make an individual statement, but remove them if you are serious about finding a job. Tattoos should be covered up if possible.

### Hello headgear!

Caps, even if worn as sun protection should be removed before you go indoors: it shows good manners! (and remember to brush your hair after removing your cap!). Make sure hair is tidy and not in your face - don't hide behind it!

### Eager to eat?

No-one will want to talk to you whilst you are chewing, so make sure you don't have gum in your mouth, or food and drink in your hand when you approach an employer.

### Sunny enough to swim?

Avoid the swimwear look, even if it is hot whilst you are job seeking. Board-shorts, thongs, t-shirts with logos and swimming tops do not go with job seeking. If it's very hot, dress shorts or skirt and an open-necked, short sleeved shirt are preferable.

### Moderate make-up!

Light make-up and a natural look for females will work best for most employers.

## For more information, contact us

● [info@workandtraining.com.au](mailto:info@workandtraining.com.au)

● 1300 309 675

[workandtraining.com.au](http://workandtraining.com.au)



We are based in three convenient locations around Tasmania.

### Hobart

1 Bowen Rd  
PO Box 447  
Moonah TAS 7009

### Launceston

26 Elizabeth St  
PO Box 5500  
Launceston TAS 7250

### Devonport

56 Oldaker St  
Devonport TAS 7310