



## Web sites that will help!

Visit these websites and do a search on the topic you're after:

[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

[www.myfuture.edu.au](http://www.myfuture.edu.au)

[www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)

[www.deakin.edu.au/careers](http://www.deakin.edu.au/careers)

[www.jobsearch.gov.au](http://www.jobsearch.gov.au)

[www.grouptraining.com.au](http://www.grouptraining.com.au)

[www.youth.gov.au](http://www.youth.gov.au)

[www.seek.com.au](http://www.seek.com.au)

[www.mycareer.com.au](http://www.mycareer.com.au)

## Where to look for work

- Local newspaper
- Local Job Services Australia Office
- Employment websites
- Approach a business directly



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## Getting a Job

Here's some helpful information



# Where to start.

## Resumes

A resume is a description of your education, paid employment, volunteer activities (including school activities), general interests and personal strengths.

Your resume may be an employer's first contact with you. Often they are looking at hundreds of resumes and only briefly review each one to decide whether to look more closely.

Microsoft Word has templates you can use to start creating your own resume. Make sure your resume is easy to read, kept simple and not too decorative.



## Job applications

Always read the advertisement carefully. If the advertisement isn't clear about what the employer or recruiting person is looking for, contact them to find out more.

Some companies may have an application form you need to fill in. They may also have selection criteria that need to be addressed when applying. This will help you to find out more about the responsibilities and requirements of the position. You may be able to obtain these forms from the business, their website or recruitment agency.

Always make sure your hand writing is legible when filling in forms!

## Interviews

Reaching the interview stage in a selection process means the company or organization is interested in you as a possible employee.

Here are a few things to keep in mind when preparing for an interview:

- Make sure you can explain everything on your resume
- Arrive 10 minutes early at the interview so that you can gather your thoughts and relax
- Get a good night's sleep before your interview so that you can think clearly
- Dress in clean neat clothes, nothing torn or skimpy
- Keep jewellery to a minimum
- Research the company - know what products they sell
- Smile and be friendly
- Make eye contact
- Listen - don't interrupt, if you don't understand ask them to explain the question
- Shake the interviewers hand when you leave

Here are a few typical interview questions to get you thinking:

- Why do you want to work here?
- What are your strengths?
- What are your weaknesses?
- What do you like to do in your free time?
- What are your long terms goals?