

JOB SEEKING HOT TIPS



PRESENTED BY LOUISE THOMAS
PEOPLEFUSION | RECRUITMENT SPECIALIST



Louise joined peoplefusion, then Richardson Recruitment, in 2005 as a Receptionist and quickly realised her passion for recruitment. In the 10 years since, Louise has worked across temporary and permanent recruitment for a variety of positions from administration and office support to engineering and project management and everything in between. Louise currently manages the “temp” desk which fills casual vacancies – ranging from one-day assignments, to holiday cover or longer-term contracts – across all industries and at all levels.

Recruitment agencies like peoplefusion are paid by employers to source and screen candidates who will be the best fit for a role, both in terms of their professional skills and experience as well as a company’s values and culture. Recruitment services are free to candidates and building a good rapport with a recruitment agency can be beneficial in securing your next job!

Find out more about peoplefusion by visiting
www.peoplefusion.com.au/about/partnerships/tafe-alumni

General job seeking tips

- It is important that you have a professional email address when applying for jobs. Your email address is one of the first impressions to an employer or recruiter when you are applying for a position.
- When preparing your cover letter and resume be sure to spell check and proof read. Also have someone else read over the resume.
- Industry surveys indicate that over 67% of employers and recruiters look at candidates on social media and will use this as one of the determining factors when deciding whether or not to progress your application. Keep your Facebook and other social media accounts private.
- Make sure you have a mobile phone number with a professional voicemail. Employers and recruiters like to leave as much information as possible, rather than having to chase you to offer an interview. When they call back have a pen and paper ready to write details, especially the time, address and contact phone number in case you get lost or something happens and you need to contact them.
- Phone interviews can be difficult, so remember to keep a measured pace and a smile on your face!
- Keep in contact with your referees. Be sure that they know what jobs you are applying for.
- Follow-up and provide updates with any job providers. Let them know you are keen and be positive about your career journey (although we know it can be frustrating and disheartening at times – stay positive!).

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Your cover letter

- The font should be the same across your cover letter and resume. This demonstrates your attention to detail. Try to avoid fonts such as Times New Roman and Comic Sans, instead use something professional such as Arial or Calibri.
- Be sure to correctly address the letter to the right person and the right company.
- A good way to start your letter is 'I wish to apply for the position of (include job position name) as advertised on (include where the job was advertised) on (include the date of the advertisement).
- Remember your cover letter is an opportunity to summarise your experience and convince the recruiter/employer to continue to read.
- Keep your cover letter to a maximum of two pages, and be sure to address the criteria, utilising the key words from the advertisement.
- Be sure to address your motivation for applying for the position, i.e. if the job is in a different town/city and you are relocating, you're stepping back from a fast-paced career, etc.

Your Resume

- Contact details – don't leave your address off your resume.
- Employment history – always start with your most recent role, and include months and years, e.g. June 2013 - September 2014. Include your job title, employer name, provide brief information about the employer and detail your duties, achievements and contributions.
- Education history.
- Detail computer skills – this will assist when recruiters are searching their database for a candidate with specific skills, i.e. MYOB, SAP etc.
- Referees – it is acceptable to state on your resume that referees are available on request.
- It is not necessary to include your photo or date of birth on your resume.
- Approximately 2-3 pages in length is ideal.

Interview time

- When you are asked to attend an interview ask who will be present (e.g. is there a panel) so you are prepared on the day.
- It is OK to ask for the dress code for the interview, however if this information is not provided, it is always better to over-dress, e.g. suits for both men and female.
- Research the company before your interview. Look them up on Google and social media. Employers hate to be asked by candidates 'what does your company do?'
- Before the day of the interview know where you are going, where you are going to park, so as on the day you are not running late.
- Wear appropriate makeup and hair style. Remember presentation is absolutely everything, as is your first impression.
- Arrive 15 minutes early for your interview to demonstrate your eagerness. Remember your interview starts as soon as you arrive, so be pleasant to support staff.
- Practice your handshake prior to the interview and be sure to make eye contact when you meet the interviewers.
- Do not chew gum when you head into an interview.
- Don't have a cigarette before the interview and then try and mask the smell with perfume or body spray. This will be noticed by the interviewers.
- If you have had a bad experience with your last employer, don't speak badly about them, instead try to turn a negative into a positive.
- Be prepared to ask the interviewers questions, e.g. why is the position vacant, what is the culture of the company, can you tell me more about the team I will be working with?

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