



group

Job Preparation for a Brighter Future

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business & employment

findstaff.biz

Developing Potential Australia

Business Mentor Services Tasmania

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The Job Market: Hidden Job Market

The hidden job market refers to places that are not advertising or recruiting at this point in time. Any place that has employees in your field of work or related work provides an opportunity for you to approach with your resume.

Knocking on the door of any employer, factory, or office that interests you.

It is worth taking a copy of your resume with a covering letter into places that you would like to work at and at places which might be growing and developing. There are also places that have high turnovers of staff and are often looking for employees. By talking to people and by watching the news you often get this type of information very easily. Don't wait for a vacancy to come up, make sure your details are there **before** a vacancy becomes available. It may mean that you have a higher chance of getting a position because there may not be other people competing for it.

Get the word out that you ready willing and able to work!

Asking for job leads from:

- Your friends
- People that you have previously worked with
- Your neighbours
- Your doctor
- Your bank manager
- Your hairdresser
- Your extended family
- People that you meet when socialising
- People that are in volunteer organisations
- People that belong to clubs
- People who you may play sport with

Go through the Yellow Pages and find all the places you would like to work at.

Call all the places that inspire you and ask for potential recruiting positions.

Go through the Yellow Pages with a group of other people looking for work and brainstorm different places of work opportunities.

Again, ring, talk, become familiar with the techniques for getting yourself out there.

The Job Market: Visible Job Market

1. The local newspaper

The local newspapers advertise jobs mostly on Saturdays and to a lesser extent on Wednesday. When you are applying for a job that is in the paper it is likely that you are competing with more people than you would be competing with in the hidden job market.

2. Touch screens

Touch screens if used on a daily basis or at least three times a week offer a wider range of jobs as they are up dated twice a day. Many of these jobs only last a day and require you to be vigilant. Most of these job advertisements don't make it to the paper.

3. The Internet

The Internet is a great resource with many career and work websites. It offers a quick and reliable service for job seekers who have access to the internet.

4. The Government Gazette

The Government Gazette lists jobs that can be found in the Government sector and is available at job agencies, the library and on the Internet.

5. Recruitment Agencies

Some employers are too busy or don't like the idea of finding people themselves and use employment agencies to recruit and select their people. It is a good idea to register with these agencies but make sure you keep in regular contact with them so that they know that you are serious about winning a job.

The most effective way to find a job is by using as many methods as you can and being totally involved in the process. By using these methods you are doing everything you can to heighten the chances of your job search succeeding.

Personal Presentation

This is such an obvious point but often taken for granted. People focus so much on the paperwork that they forget the small things that can make the difference on the day!

Just as a general guide remember these simple but important points:

- Despite an increasingly casual workplace, there are still dress codes to be considered.

Avoid:

- Clothes that do not fit well.
- Clothes that give a “thrown together at the last minute” impression.
- Sandals or Sneakers
- Jeans
- Clothes that are too bright
- Too much jewellery, especially on the face
- Over use of perfume or after shave

If finances don't permit for new clothes, talk to your Employment Consultant for ideas of how you can present yourself well at an interview given your circumstances.

Personal

It goes without saying that personal grooming is important when going for an interview. If unsure of what to wear it is generally better to be a little overdressed than underdressed. Remember, you only ever have one chance to create a first impression and creating a favourable first impression is vital for your success!

Jobs and YOU: Life Skills

Having confidence is one of the major factors that is associated with success. You can bet that all the “cool” people you know have confidence!!

To increase your levels of confidence begin by accomplishing something that brings you one step closer to one of your goals. Your confidence will instantly grow. The moment we take even the first step of **action** towards achieving a dream, our sense of confidence will begin expanding, because we’ll trust that we can count on ourselves. The more steps we take, the better we’ll feel about ourselves because we are **doing**, and the new confidence will help us create even better results.

Most people wait until they feel confident before starting a project or going after a dream. By doing so, they make a crucial mistake.

If we wait until we feel confident to do something new or go after a dream, we’ll wait forever.

The longer we wait to go after our dreams, the less confidence we will have, and the fear that we’ll never get what we want will become more intense.

It is said that a journey of a thousand miles begins with one step. However, the trick is taking that first step to move towards accomplishing goals and dreams. Taking this step is easier if your attitude is positive enough to regard challenging situations as an opportunity to begin a new adventure and that confidence is **action** based.

“The people who get on in this world are the people who get up and look for the circumstances they want, and, if they can’t find them, make them.”

George Bernard Shaw

Structure of Covering Letter

Your name
Street Address
Suburb, State, Postcode
(2 spaces)

Date
(2 spaces)

Contact Name
Company Name
Street Address
Suburb, State, Postcode
(2 spaces)

Dear Name

RE: Reference Heading

1st Paragraph - The position you are applying for, where you found the advertisement and the date of the publication.

2nd Paragraph - Outline experience, training or qualifications that match job requirements.

3rd Paragraph - A short paragraph about yourself. Sell yourself here.

4th Paragraph - Request an interview and indicate how and where you can be contacted.

Yours sincerely
(5 spaces for handwritten signature)

Your name typed.

Example of Covering Letter

Tony Sample
Post Office Box ABC
Hobart, Tasmania 7000

March 12 2010

The Recruitment Consultant
findstaff.biz
175 Collins Street
Hobart, Tasmania 7000

Dear Sam,

RE: Job 23999

I am writing to apply for the position of bus driver as advertised in the Mercury on March 6, 2010.

During my employment history I have had several jobs which have required driving a public vehicle. This has included driving a taxi and a delivery van. My driving record demonstrates that I am a safe and responsible driver. I enjoy this type of work because it allows me to meet people and contribute to the workplace through offering good service.

I am a highly organised and reliable person and my work history demonstrates that I have the skills and the knowledge to fulfil this position.

I look forward to the possibility of discussing my application further with you at an interview.

Yours sincerely

Tony Sample

Example Resume 1

Jo Kia

Personal Details

Address: 6 View Street, Moonah, 7010

Telephone: 6278 5341

Education

1994 - Certificate III Hospitality
TAFE Melbourne

1998 - Certificate IV Hospitality
TAFE Tasmania

Demonstrated Skills

- Experienced Cook
- Experienced Kitchen Hand
- Cash Handling
- Customer Service
- Menu Preparation
- Food Preparation
- Waiting on Tables
- Occupational Health and Safety Practices

Employment History

2000-2002: St George's International College, Western Australia

- preparation and cooking of food
- preparation of various menus
- stock control
- student/staff interaction skills

1998-2000: La Roma Restaurant, Canberra

- customer service
- cash handling
- stock control
- preparation of menus
- recruitment and selection of staff
- business administration
- ensuring compliances of food industry hygiene practices
- Occupational Health and Safety practices

1983-1998: Sleepless in Hobart Restaurant

- negotiating with sales representatives and other business people
- customer service
- managing finances
- food preparation and cooking
- preparation of menu
- stock control
- ensuring compliance of food industry hygiene practices
- Occupational, Health and Safety practices

Profile and Personal Attributes

In my work history I have demonstrated that I am a highly task orientated individual and have the ability to remain highly productive consistently. I have always been punctual, flexible and reliable. In my work history I have demonstrated the ability to be:

- organised
- motivated
- committed
- solution oriented

Hobbies and Interests

- cooking culinary cuisine
- soccer
- flying

Referees

James Bond
Owner of 007 Restaurant
Hobart, Tasmania
(03) 62 738400

Peter Van Winkle
Owner of Sleepless in Hobart Restaurant
Hobart Tasmania
(03) 62 458884

Example Resume 2

Jo Kia

Address: 6 View Street, Moonah, 7010

Telephone: 62 78 5341

Mobile: 0503 281 285

Career Objective

I am intending to study for a training certificate next year so that I may train new hospitality managers.

Demonstrated Skills

- daily running of industrial kitchen
- preparation of food using creativity to produce appetizing and nutritional meals
- supervision of kitchen staff including roster
- kitchen budget and bookkeeping administration
- stock control including the monitoring of perishable goods
- negotiating with sales representatives
- preparation and presentation of menus
- implementing Quality Assurance Procedures
- monitoring Occupational Health & Safety Procedures
- ensuring compliances of food industry hygiene practices
- leadership skills
- teamwork skills
- time management skills

Employment History

2000-2002: *St George's International College, Western Australia*

Position held: Kitchen Manager

- responsible for running the college cafeteria which catered for approximately 200 students
- managing the kitchen staff comprising of nine members

1998-2000: *La Roma Restaurant, Canberra*

Position Held: Kitchen Staff

- preparation of food under supervision
- general kitchen duties

1983-1998: *Sleepless in Hobart Restaurant*

Position Held: Kitchen Hand

- assisting kitchen staff to prepare food
- washing dishes
- cleaning kitchen floors

Education

1994 - Certificate III Hospitality
TAFE Melbourne

1998 - Diploma of Hospitality
TAFE Tasmania

Profile and Personal Attributes

In my work history I have demonstrated that I am a highly task orientated individual and have the ability to remain highly productive consistently without compromising my standard of presentation. My work history demonstrates that I have the ability to:

- remain motivated
- organise quickly & efficiently
- commit to challenging projects
- be solution oriented
- work independently and in a team
- achieve success through a positive attitude

Hobbies and Interests

- Bushwalking
- Chess and Sudoku
- Researching family trees

Referees

James Bond
Owner of 007 Restaurant
Hobart, Tasmania
(03) 62 738400

Peter Van Winkle
Owner of Sleepless in Hobart Restaurant
Hobart Tasmania
(03) 62 458884

Matching Your Skills to Jobs

What skills do you use generally?

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What skills have you used in past employment?

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To what types of jobs can you match your skills?

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Make a list of skills you would like to put on your resume

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Potential Interview Questions

1. Tell me about yourself

This question provides the perfect opportunity for you to sell yourself by talking about your area of expertise, your job skills, qualifications, training and experience.

2. Have you done this work before?

If you have not done this work before you may refer to previous experience through community work (also known as unpaid work) or to relevant training. Explain why you believe you can do the work.

3. Why do you want to work for this employer?

This question gives you the opportunity to show that you have done your homework by having researched the company. Try and read the Mission Statement if possible before the interview to give you an idea of the direction and aims of the company. Depending on the type of position being applied for this can be extended to reading the company's business report (some business reports are documented and kept at the Reference Library and of the State Library).

4. Why should we hire you instead of somebody else?

This is the perfect opportunity to talk about any achievements, awards or areas of expertise that you may have.

5. What type of wage or salary do you expect?

Award wages or anything above can be negotiable.

6. What are your greatest strengths?

Any personal attributes that you know you possess which are relevant to the position.

7. What are your weaknesses?

Anything that is *not* related to the job, your performance or that is addictive or illegal in nature.

8. What five words would you say describe you the best?

Put some thought into how others have said they perceived you in the past and also how you perceive yourself to be based on past behaviour.

9. What long term goals do you have?

This question is usually asked to find out if your intentions are to stay with the company on a more permanent basis. If this suits the situation you could talk about wanting to grow and advance within the company as part of your career development. It is especially beneficial if your goals and the employer's goals have common ground.

10. Can you work under pressure or tight deadlines?

Answer this question by using examples in which you have demonstrated this ability in the past.

Job Application Call

1. Call decision maker re Job/Position
2. Explain.... “I am really interested in this job and called today to ask a question...”
3. Ask: “When are you looking at conducting interviews for this job/position.....”
4. Ask: “Are you OK if I do not hear from you by the time you start/commence interviews, if I call back to check if I have an interview.....”

Using Resources for Stress Management

Life is full of change. We have all experienced the frustration, inconvenience and sometimes despair presented to us by adverse situations. We are however, also familiar with positive changes that have made it a good day.

Because the world is always changing inevitably some of these changes will affect our lives and sometimes our temperament. Some in fact have been documented as being very stressful and even a huge change that is a positive change can lead to a heart attack! But really it is **how we respond to change that matters**. Many opportunities come to us disguised as loss and stressful times.

This sounds pretty grim but we live in Australia and Australia is one of the most resourceful places in the world. For example Australia is one of a few countries in the world which extensively supports jobseekers. However, for some people even living in Australia can sometimes be hard and grim. On the positive side, Australia has a multitude of resources that if used as part of a strategy against stress can **turn things around for better** and faster results than many other places.

Many community organisations will guide people to what it is that they need, all one has to do is ask! Most of these places offer free or cheap support with trained staff and/or volunteers. Examples of some of these organisations include:

- **Alcoholics Anonymous** - provides support and guidance to people that are having a problem with alcohol.
- **Anglicare** - include free financial management and counselling in their range of services.
- **Community Legal Centre** - provide advice and referrals with problems relating to child maintenance and the Child Support Scheme. Some Centres also advise on problems associated with Centrelink.
- **Family Court of Australia** - The Family Court deals with issues such as custody of children, child support payments and division of property. It also deals with disputes that arise from these issues as well as issues like violence and harassment.
- **Legal Aid** - Do you know your legal rights? It is essential to obtain legal advice as soon as possible. A lawyer can explain your legal position to you and provide you with information.
- **Relationships Australia** – provides couple counselling and courses.
- **Salvation Army** – provides food vouchers, clothing and other emergency services.
- **Sexual Assault Support Service** – provides support and guidance to those that have been sexually assaulted.
- **Victims of Crime Service** – provides support, guidance and important information.

These organisations are but a few of the resources that are available and are certainly worth the trouble of one phone call to prevent you from carrying the burden alone!

Covering Letter Template

Your name and Address

Date

Contact Name and Address

Dear *Name*

Re:

The position you are applying for, where you found the advertisement and the date of the publication.

Outline experience, training or qualifications that match job requirements.

A short paragraph about yourself. Sell yourself here.

Request an interview and indicate how and where you can be contacted.

Yours sincerely,

Your name typed.

Resume Template

Name:

Address:

Telephone:

Mobile:

Career Objective (optional)

Demonstrated Skills

Employment History

Education

Profile and Personal Attributes

Hobbies and Interests

Referees

Notes:

A series of horizontal dotted lines for writing notes.