

Job Hunting Tips

Be clear on what you want – take the time to brainstorm the type of work you enjoy doing and is available in your local area. Also analyse your strengths and weaknesses. The longer you spend understanding yourself and areas you work best, the more likely you'll find a job that provides you with satisfaction. For instance: if you're a member of your kids sports or P&F you may have great project management or leadership skills that you could apply to a new role.



When applying for a job research the company and what specific skill set they require.

Show you care and are interested.



Update your resume – tailor your resume and cover letter to the specific job/industry you are applying for. Your resume and cover letter are some of the most critical tools of a job search. Make yourself an obvious fit for the role. We believe in you!

Browse job hunting sites – sites like Indeed and Seek are some of the best places to find job openings fast. When you are using these sites to search for jobs, use advanced search options and keywords that match your interests, location and type of work.

Don't exaggerate your skills and experience throughout your resume/job application.

Honesty is key, always be your authentic self. Show your eagerness to learn new skills and become the right fit for their business.



Ensure you make the most of your job search on SEEK

1. Use the Explore Careers section if you are not sure where to begin.
2. Your SEEK Profile is a key tool to help you find your next role, but also to help your next role find you.
3. Set up SEEK JobMail alerts so that you are the first to know when new jobs are posted.
4. Check out what a company is like by reading the information found in the Company Reviews section.
5. Get in touch with the Customer Service team at SEEK for extra help and enquiries.



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Show **enthusiasm** and **confidence**.

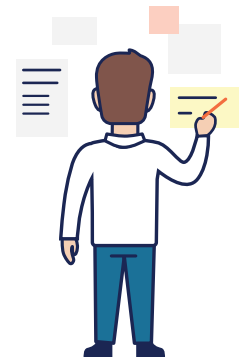
Consider creating a LinkedIn profile and begin to form your own professional network



Connect with companies of interest directly through their websites, LinkedIn or rather through an in person visit.

Stay organised – take a moment to create a system that assists you with keeping your job search structured and organised. A simple document which includes the jobs you have applied for, where you have been invited to interview etc. will do the trick!

Devote sufficient time – the more time and energy you devote, the more successful you will be. Be the right candidate at the right time for them, keep submitting your resume to your dream job.



Don't forget to follow up – it is important to follow up after submitting applications or having interviews. Everyone appreciates a quick email thanking them for their time, and this will give you another opportunity to make a good impression. Also remember, follow-up show you're interested, a lot of managers are busy which delay selection, so keep yourself at the top of their minds with ongoing contact.

Act kindly to everyone – looking for new job can be stressful. Remain calm and patient as you wait for responses.

