



## Job search, application and interview tips and resources

### Before applying for a job

#### 1. Know what you want and can offer

Before you start writing an application, you need to understand your skills and personal traits and what you want out of a job. This will help you understand what you can offer employers and what jobs you are suited to.

- *Useful Links*

**Articles & Videos**

- [Getting to know yourself](#) video
- [Employability Skills](#)
- [Getting to know your chosen occupation](#)

**Tools**

- [Identify the skills you need for the job you want](#) workbook
- [Understand how you can include your skills in your job application](#) workbook
- [Understand your transferable skills \(Hospitality & Retail workers\)](#) checklist

#### 2. Understand employers – do your homework!

Research the employer. This will help you understand what they look for in workers. Use the information you found in your application to show how your skills, experience and values align with the employer's business goals and values.

- *Useful Links*

**Articles & Videos**

- [How to research employers](#)
- [What do employers want?](#) video
- [Employer Insights page](#)

**Tools**

- [Employer profiling](#) workbook

### The Job Application

#### 1. Take your time

Employers can tell when you have rushed your job application. If your application has errors, employers will think that you don't care about getting the job. Make time to write a quality application and check it for spelling or grammar errors. Don't forget to double-check all names or contact details to make sure they are correct.

- *Useful Links*

**Articles & Videos**

- [Why a quality job application is important](#)
- [Tips for applying for jobs online](#)
- [Résumé quality check](#)

**Tools**

- [Applying for jobs](#) fact sheet

## 2. Keep it relevant ... tailor your application!

A résumé and job application which is tailored to the specific role you are applying for, will help you stand out from other candidates. Use what you found out about the employer to clearly show how your skills, experience and personal traits can benefit their business. Read their requirements in the job ad carefully and only include relevant information in your application.

- *Useful Links*

### Articles & Videos

- [How to tailor different job applications](#)
- [How to tailor your résumé](#)
- [Résumé templates – the why and how](#)
- [What is a cover letter and why do I need one?](#)

### Tools

- [Tailoring your job application](#) tip sheet
- [How to write a tailored résumé](#) workbook
- [Résumé template & top tips](#)

## 3. Speak the employer's language

Make sure you know what the employer is asking for. They will use specific words and phrases ('key words') to describe their ideal candidate. Use any of the words that describe you in your application to get their attention.

- *Useful Links*

### Articles & Videos

- [Why you must use keywords in an application](#)
- [Impress recruiters with your work experience](#)
- [How to make a great first impression on employers](#)

### Tools

- [Tips for contacting employers directly](#) tip sheet
- [Figure out your workplace skills so you can tailor your résumé](#) workbook

## 4. Check your online profiles

When applying for a job, employers may also check your online profile. It's important that you present yourself well online, including how you appear on social media. Make sure your profiles show you in a positive light. Adjust your privacy settings to keep your non-work related content private.

- *Useful Links*

### Articles & Videos

- [Impress employers with your online profile](#)

### Tools

- [Tips on managing your online profile and using it to benefit your job search](#) tip sheet

## Interview Prep

### 1. Preparation and personal presentation is key!

If you've made it to the interview stage – Congratulations! Taking time to prepare (and practise!) for the interview can help you feel more confident on the day.

Video-chat and phone calls are becoming a popular way for employers to conduct job interviews. Use the checklists below to help you prepare.

You can never be sure what an interviewer will ask you, but finding out about the business before the interview can give you an edge. The more you know about them, the better you can respond to questions about how you can benefit their business. It's useful to also prepare answers to common interview questions before you turn up.

- *Useful Links*

**Articles & Videos**

- [Why personal presentation is important](#)
- [Preparing for Video & Phone interviews](#)
- [How to succeed at job interviews](#)
- [Common interview questions](#)
- [Practise answering interview questions for a range of jobs](#) videos

**Tools**

- [Checklist – Video interviews](#)
- [Checklist – Phone interviews](#)
- [Preparing for job interviews](#) workbook
- [Job interview basics](#) tip sheet

## Follow up & Feedback

### 1. Follow up

Following up after an interview shows an employer that you are interested in the job. It's also a good chance to show off your communication skills. If you don't hear back from the employer after a few weeks, send a follow-up email to check whether they have made their final decision.

- *Useful Links*

**Articles & Videos**

- [Following up after an interview](#)
- [Why you don't hear back about your job application](#)

**Tools**

- [Quick tips to help you develop a plan for connecting with employers](#) tip sheet

### 2. Feedback and improvements

Even if things don't work out, you can learn from the experience.

If you hear back from the employer when you follow up, ask them for feedback on what you can improve on. This will help you further develop your interview skills for next time.

If you **don't hear back** from an employer and if you don't get a response after you follow up, be proud that you did everything you could.

- *Useful Links*

**Articles & Videos**

- [How can I improve my chance of getting a job?](#)
- [Why don't employers call back after an interview?](#)
- [Why employers don't call back after an interview & ways to handle this](#)

### 3. Moving forward after a setback

It's normal to feel disappointed after you've been told your job application is unsuccessful - job hunting can be a tough gig and it can sometimes feel like you get more setbacks than wins. To help you move forward after a setback, below are some resources you may find useful.

- *Useful Links*

**Articles & Videos**

- [You've got this!](#) video
- [Staying positive in your job search](#)
- [Who can help me with your job search?](#)
- [Can't find a job? Why not create your own!](#)
- [Hot tips to stand out from the crowd](#) video