



RETAIL WORKERS

Many in demand jobs need your skills

Skills Match on the Job Outlook website can help you identify skills from your past jobs, and to see how you can use these skills in a new job, to boost your job search even when looking in a different industry.

As competition for jobs could be strong, try to keep an open mind and be as flexible as possible. For example, don't restrict your search to familiar industries. Consider industries and sectors that currently need more workers like transport and logistics, some segments of retail and wholesale trade, health care and some manufacturing industries.

Even where there is uncertainty around the job opportunities that might be available, it's important to understand the skills you have built in past jobs and how you can use these skills in areas in demand.

Retail workers often have the skills needed for these in demand jobs:



Call or contact centre operators



Commercial cleaners



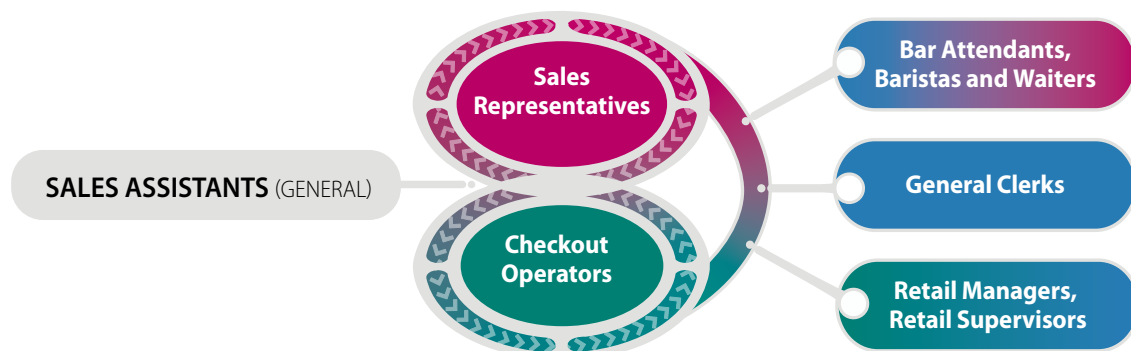
Stock, transport or despatch clerks



Welfare workers

Career Progression for Sales Assistants

The skills you build in one job can be useful in many other jobs, even when you're looking to move into a different industry. Sales Assistants often move back and forth between jobs of a similar skill level. Sales Assistants can also move on to senior retail roles, or to careers in other industries that use similar skills like General Clerks or Waiters.



How employers find the workers they need

An important part of your job search is knowing where to look for opportunities.

Many vacancies are advertised on recruitment websites and company websites. Some employers may require you to apply online, so be sure to read all instructions carefully and check your responses are well thought out and do not contain any spelling or grammar mistakes.

Some businesses also use social media, such as jobs groups on Facebook, Instagram posts or Twitter to advertise vacancies. If you apply or contact employers through social media, make sure that the content on your own profile is appropriate.

Other employers don't advertise jobs at all and rely on word of mouth to fill vacancies. Let your friends, family and former colleagues know that you are looking for work, as they might know of opportunities and may even recommend you for a job.

Employers use many different methods to find candidates, so don't limit your approach, and look as far and as wide as you can!

Recruitment methods can vary and employers often use multiple approaches



Company websites
Bank workers



Recruitment/employment agencies
Transport or despatch clerks



Social media
Welfare workers



Word of mouth
Financial brokers



Online job boards
Call and contact centre operators



Newspaper
Welfare workers

Know where your skills can help an employer

Employers look for reliable and flexible workers, with good communication skills, who can learn new tasks quickly and adapt to new work environments. When applying for a job, give examples from your work history to highlight these skills.

Take time to update your résumé and cover letters, ensuring they are up-to-date and accurate. Consider asking someone to proofread and spellcheck for you.

Use **Skills Match** to build your résumé and talk to employers about your experience.



See skills you may have from your past jobs.



Get ideas for jobs that use your skills.

Further information

JOB OUTLOOK

Helps you make decisions about study and training, or the next step in your career. Access Skills Match to find jobs suited to your past work experience and skills.

joboutlook.gov.au

What's Next?

Helps you decide what to do if you have been retrenched. Resources for finding a job, application and interview advice and looking after yourself.

whatsnext.employment.gov.au

Jobs Hub

An up-to-date list of some of the businesses and organisations that are currently hiring and how to contact them, as well as the latest information on jobs by location.

dese.gov.au/covid-19/jobs-hub