



# How to find hidden vacancies

Many people find jobs through word of mouth or by approaching employers

- Lots of jobs aren't formally advertised.
- There can be less competition for jobs when employers recruit this way.
- The best way to find these 'hidden' job vacancies is by making connections with the people around you.
- Try directly contacting employers you want to work for.
- Be proactive about building your confidence and networking skills.

Be organised so you can respond to opportunities quickly

- Think about what you can offer potential employers. Plan what you might say to an employer considering you for a position.
- Be ready to respond to employers who ask for your résumé or an interview at short notice.
- Make sure your résumé is tailored to their business.
- Have appropriate interview clothing ready to go.
- Have credit on your phone, petrol in your car or money for public transport.

The people around you can help

- Tell people you are looking for work. Ask them to let you know if they hear about any opportunities so you can follow-up.
- Ask friends, family, teachers, local employers and others in your community about possible job opportunities or advice on where to look.
- People are usually happy to help you. Even if it's just finding out a little information, passing on valuable contact details or making an introduction.

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