



Applying for jobs

The Facts

There are many different ways to apply for jobs. You could apply in person or submit a written application via an online jobs board or company website. You could also use online professional networking tools such as LinkedIn.

Regardless of how you apply, it's important to do your research so that you understand what employers want. This will help you to tailor your job application to address their needs and promote yourself. This will help you stand the best possible chance of getting a job.

Checklist



I want to:

- find reliable information about jobs and employers
- do my own research before making a decision about my career pathway
- find out how employers recruit and understand what information to include in job applications
- find out more about what it takes to get entry-level jobs
- understand how to profile employers and occupations
- develop a basic résumé and cover letter, and learn how to tailor my job application

Who can help?



joboutlook.gov.au

Find detailed information about occupations, including descriptions of everyday tasks and employment prospects. Start by using the alphabetical search function.



www.employment.gov.au/australian-jobs-publication

Find summaries of different occupations and industries, state and territory labour markets, regional information and graduate outcomes. Hard copies are available free of charge from Australianjobs@jobs.gov.au



<http://lmip.gov.au>

Get detailed information about regions and industries from the various Industry Reports available on the Industry Information tab.



Helpful tips

- 1 Do your research.** Find out about an employer's business to help you tailor your application to show how you meet their needs. This also gives you information to talk about in an interview. Doing research will show employers that you have taken time to understand what they do.
- 2 Understand what the employer wants.** Review the job ad and highlight key words. Use these key words in your résumé and cover letter to show you have the skills and abilities the employer is looking for for that role. Researching the industry and occupation will give you more hints.
- 3 Use trustworthy sources of information.** The Australian and State governments provide reliable information on jobs and industries, skills needs and training pathways. This information can help your career planning.
- 4 Put your best self forward.** Pitch your skills and abilities with confidence. Ensure employers see you as a competitive candidate for the role. Show your knowledge of the business, industry and job. Be respectful in all interactions and present yourself positively to increase your chances of getting the job.
- 5 Learn from mistakes.** Try your best not to repeat them. As a new starter, your boss will usually understand and forgive a few early mistakes.

Did you know ?

Be succinct, confident and clear in your writing. This will grab the employer's attention quickly.

If your résumé and cover letter are poor quality it's likely you won't be considered for the job.

Always quality check your application and highlight relevant and recent achievements.

Remember that employers are time poor and may have many applicants for the job you are applying for. You need to make a great impression fast.

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