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Job hunting skills

Visit skillsroad.com.au and build a resume online

If you want a job, you'll need a resume. Your resume (sometimes called a CV or curriculum vitae) is a marketing tool, a way to sell yourself. It has one main purpose – to win you an interview.

Writing a resume may seem like a complicated and difficult task. Here's where the Skillsroad Resume Builder comes in – we make it easy for you. We take you through each step and provide tips and examples along the way.

Cover letter advice

A cover letter is a short (one page), tailored letter that should always accompany any resume or application documents that you send to a prospective employer.

Refer to the job requirements or selection criteria listed in the advertisement and link these to your skills, qualifications, strengths, successes and experience that you have documented on your attached resume. Make sure you complement your resume – don't duplicate it.

Gain some work experience

Work experience is a great way to gain valuable experience and insight into an apprenticeship or traineeship occupation you are interested in. It's also a great way to make industry related contacts.

Get involved in high school

Senior high school students are able to start some apprenticeship trades or complete a traineeship qualification while at school. You'll be paid while being trained and your training can contribute to your HSC. What's more, you'll be qualified quicker.

Interview Tips

Surviving a job interview... it's all in the preparation. Attending a job interview can be a very daunting and nerve-racking experience. Here are a few tips:

1. Plan and prepare
2. Dress for success
3. Be on time
4. Ask questions
5. Be a good listener
6. Be enthusiastic

Generally most employers will come back to you within 1-2 weeks, if you haven't heard anything contact the employer to gain feedback.

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Let us help you find the job you want

Visit Skillsroad.com.au

You can register as a job seeker on Skillsroad.com.au. Even if you don't see a job you like right now, upload your resume anyway.

When we get new job vacancies, we match the jobs and employers to your profile. That way the right jobs find you.

Visit yellowpages.com.au

Use the Yellow Pages to find businesses in your area of interest.

Talk to a Group Training Organisation (GTO)

These companies employ apprentices and trainees and hire them out to different businesses on a short or long-term basis.

Ask around You may already know someone in your area of interest who is willing take you on.

Once you have a job you will need an Apprenticeships Centre to sign you up as an apprentice or trainee

Australian Business Limited Apprenticeships Centre (ABLAC) will help you throughout your apprenticeship or traineeship.

An ABLAC consultant will visit you and your employer in the workplace and discuss training, government incentives and will help you complete all the paperwork such as your Training Contract.

ABLAC can provide you with:

- advice on the best apprenticeships and traineeships to suit you
- assistance with recruitment options, Group Training Organisations (GTOs) and Job Services Australia
- access to government incentives and benefits
- assistance in completing paperwork
- ongoing support and advice at no cost to you.

An apprenticeship or traineeship is a fantastic platform on which to build your career, for more information please call ABLAC on **1300 652 236**.

Skillsroad.com.au is a dedicated online career resource designed especially for apprentices and trainees.

If you like the idea of hands-on practical work and learning on the job, this site is for you.

Skills or Uni?

Help with making the right choice

Apprenticeships and traineeships

Find out the facts

What career will suit me?

What's it really like on the job and what are you good at?

Get involved at high school

What to do to prepare for your career

Job hunting skills

The essentials for getting the job you want

Get the job you want

Search and register for apprenticeship and traineeship jobs

On the job

Support through your apprenticeship or traineeship

Call > 1300 652 236

skillsroad.com.au

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