

# Preparing for Employment

- Skills & Jobs Centres
- Creating a resume
- Writing a winning cover letter
- Employability skills
- Accessing the hidden job market

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# How we can support you...

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The Skills and Jobs Centre offer services such as:

- Job Search skills
- Information on current labour market and jobs
- Assistance with Resumes, Cover Letters and Key Selection Criteria
- Interview preparation and techniques
- Careers advice and pathway information
- Jobs Board access to all BHI Students

# Accessing the Jobs Board

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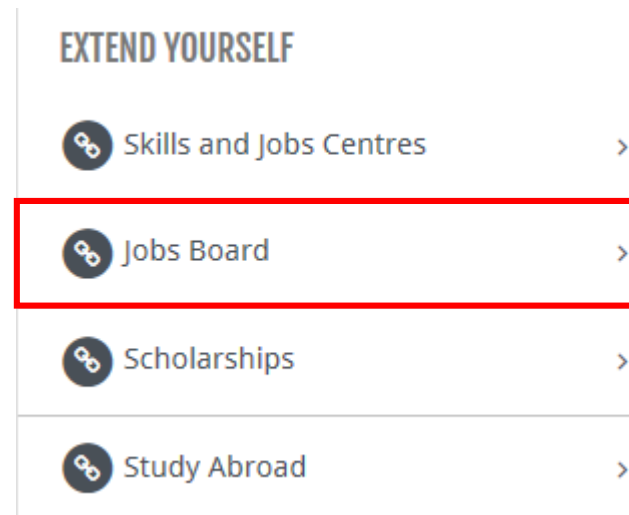


Step 1: <https://studentweb.bhtafe.edu.au>

Step 2: Click “Student Hub”



Step 3: Select “Jobs Board”



# Contact Us

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## **BOX HILL**

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## **LILYDALE**

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Lilydale, 3140

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# Resume Key Facts

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The key function of a resume is to secure you an interview.

*Did you know you have:*

- 10 seconds to capture the readers attention
- 30 seconds to capture interest
- 2 minutes TOTAL for them to make a decision on whether or not to offer you an interview

# Resume Key Facts

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- Never exceed 3 pages.
- The format needs to be in a standard font (Arial, Calibri etc) and the size should be no bigger than a size 12 font.
- You can make your name and headings up to a size 14 font.
- Address any selection criteria and use key words.
- Keep it concise and ensure it is relevant
- Tailor each resume and cover letter for the role you are applying for
- Can be word or PDF
- Make sure there are no spelling mistakes, unfinished sentences etc.

# What to include?

- Contact information
- Objective
- Key Skills & Attributes
- Education/Qualification
- Work related checks/licenses
- Experience Summary
- References

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# Contact Information

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- Contact information should be the first thing on a resume. It needs to be clear and easy for the employer to locate and get in touch with you.

## NAME

Suburb Postcode  
0412 345 678  
email@gmail.com



# Career Objective

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A career objective is optional on a resume. It helps to give the person reading your resume clarity as to what you are looking for.

It should never be more than 2-3 lines at most!

*I am looking for a position as a case manager to support youth to achieve both vocational and non-vocational goals.*

# Skills & Attributes

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- Your key skills and attributes need to grab the employers attention and highlight the skills and attributes relevant to the position you are applying for.
- They should always be listed in dot point form that is easy and clear to read!
- Dot points are easier to scan for key words.

# Key Skills & Attributes

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- Effective & well demonstrated verbal and written communication skills
- Passionate advocate and support for vulnerable members of the community
- High level of demonstrated understanding of privacy and confidentiality
- Proven ability to make decisions, take initiative and self-motivated
- Demonstrated effective time management and prioritisation skills
- Extensive experience working both independently and in a team environment
- Demonstrated compassion and empathy
- Ability to build respectful relationships

# Experience Summary

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- This will highlight any paid or unpaid experience relevant to the position first
- It is important to include any relevant paid/volunteer work in this section
- You would include other experience after you have included your relevant experience
- Most recent experience should be included first and generally you would not include experience more than 10 years old unless specifically relevant to the position you are applying for!

## **Beauty Therapist – Box Hill Beauty**

2016-2018

I worked as a Beauty Therapist for 2 years supporting clients from various backgrounds in our community with beauty treatments.

- Provision of excellent customer service at all times
- Used my excellent communication skills to encourage repeat business
- Worked well both individually and within a team environment
- Always maintained a clean environment and adhered to all OH&S policies and procedure at all times
- Performed a variety of beauty services, such as Waxing, Manicures, Pedicures, Facials and Massage
- Answered phone enquiries
- Coordinated and booked appointments
- Developed strong product knowledge

# Qualifications/Work Related License's:

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- You should outline any RELEVANT qualifications, license's or short courses first.
- You should not list any outdated qualifications such as an expired First Aid qualification.
- You can also include any achievements or awards in this section if they are related to your study.

## Qualifications:

Advanced Diploma of Graphic Design- Box Hill Institute (2019)

Diploma of Beauty Therapy- Box Hill Institute (2016)

Provide First Aid HLTAID003 – Current (issued January 2020)

## Work Related Licenses/Checks:

Working with Children Check – valid until December 2024

Police Check

Victorian Driver's License- Current

# References

- You may choose to list your references on your resume or you may opt to leave them off and provide them at an interview when required. Either choice is fine!
- Always make sure you gain permission from your referee to provide their contact information to a potential employer.
- You do not need to include more than TWO references on your resume. They should both be professional references, not from a friend or family member.



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John Smith- Salon Owner  
Box Hill Beauty  
0412 345 678

[boxhillbeauty@gmail.com](mailto:boxhillbeauty@gmail.com)

# Cover Letter

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A cover letter or letter of introduction is your chance to let a prospective placement host know some key information on you and what exactly you are looking for!

Some useful tips:

- Stick to one page
- Use an easy to read font such as Calibri, Ariel etc.
- Keep it professional, sometimes less is more!
- Include a link to any online portfolios/samples of work



A cover letter should cover the following:

- 1. Identify the job you are applying for and where you learnt of it**
- 2. Say why you are suitable for the job**
- 3. Explain why the job fits in with your plans and why it is attractive to you**
- 4. State that you would like to be interviewed and how you can be contacted**

# Employability Skills...

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Employability Skills are the knowledge, attributes and experiences that you obtain to help you prepare for and successfully navigate through your career.

These skills will enable you to adapt and manage the constantly changing nature of your career.

# 1. Communication

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Communication is not just the words we write or say.

It also means non-verbal communication such as eye contact and body language.

It is important to be able to listen to people and be able to understand where someone is coming from

## 2. Teamwork

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Team work is being able to get along with people you work with.

It involves working together to achieve a shared goal.

There are very few jobs that do not require to work with a team at some point or another.



# 3. Problem Solving

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Problem solving means finding solutions when you're faced with difficulties or setbacks.

Being able to use a logical processes to figure things out.





# 4. Initiative

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Initiative is looking for things that need to be done and doing them without being asked.

This can also involve being able to come up with improvements or different ways of doing things to make the process or outcome more successful.





# 5. Planning & Organising

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Planning and Organising is the ability to work out what you need to do and how you will do it.

We plan and organise things in our day to day lives without even thinking about it.



# 6. Self-Management

Self Management includes being able to complete a task without someone needed to check on you all of the time.

It is being reliable! Staying on top of deadlines and schedules and being able to ask for help if you need it.

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# 7. Learning

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Learning is about wanting to understand new things!

It involves taking on new tasks and being able to adapt to change.

Continuously developing and expanding your knowledge!



# 8- Technology

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Technological skills relate to both software and hardware.

Being able to use a computer for word processing, creating spreadsheets, making presentations etc.

Use of social media and online platforms to communicate.

Use hardware such as EFTPOS machines and Tablets.

# What is the 'Hidden Job Market'?

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- *The 'Hidden Job Market' is a term used to describe jobs that aren't posted online or advertised. Job seekers can tap the hidden job market by using networking connections to help find unadvertised job openings.*
- It is estimated between 60% and 80% of jobs are in the hidden job market and are never actually advertised!



# METHODS TO ACCESS HIDDEN JOB MARKET

- Networking
- Cold Calling
- Target Marketing
- Social Media
- Attend industry events and seminars

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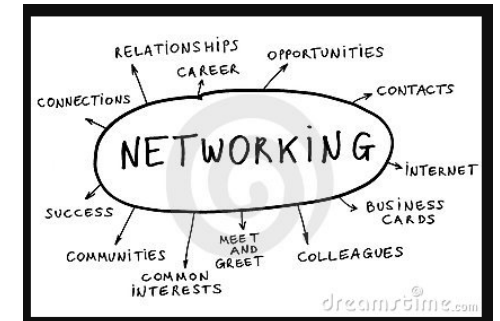


# NETWORKING

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- Tell EVERYONE you know what it is that you are looking for
- Cover all your bases- you never know who knows who
- Keep in touch with useful contacts
- Do what you say you are going to do!



# COLD CALLING

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- PLAN what you are going to say
- WRITE down key points you want to talk about
- Have a pen/paper/computer ready to record key information
- DOUBLE CHECK the information provided





# TARGET MARKETING



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- PLAN who you want to target and what criteria you are looking for
- RESEARCH your chosen organisation
- DECIDE on the method of communication you want to use
- FOLLOW up on your expression of interest

# SOCIAL MEDIA

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- Social media can be a fantastic way of connecting with potential employers
- Utilise professional social media platforms such as Linked In
- Keep your professional interests **SEPARATE** from your personal interests
- Make sure your privacy settings are turned on on all personal accounts



# INDUSTRY EVENTS

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- Attend industry events such as networking breakfasts and conferences
- Talk to the people around you
- Attend any social interactions such as after conference drinks or dinner to utilise the time to network. You never know who you will meet!



# FOLLOW UP

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- It is critical to follow up your expression of interest
- You may need to follow up on more than one occasion
- Always do what you say you are going to do!
- It is wise not to burn a bridge in business!

TO DO LIST

Follow Up  
Follow Up  
Follow Up . . .

# ELEVATOR SPEECH



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- An elevator speech is all about you! It covers the who you are, what you can do and what you want to do!
- PRACTICE makes perfect. You should know your speech without having to use your notes
- Your elevator pitch might be used in a cold call, phone interview, interview or linked in profile

# ANY QUESTIONS?

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