

Job Search Skills for Placement

SKILLS AND
JOBS
CENTRES



Resume and cover letter

Skills & Jobs
Centre Support

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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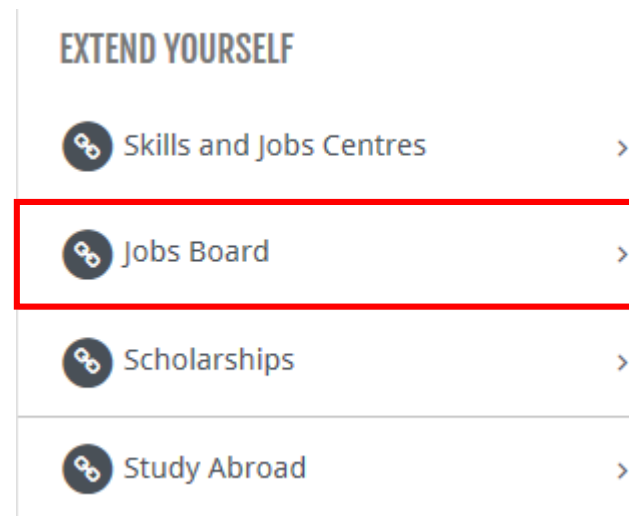


Step 1: <https://studentweb.bhtafe.edu.au>

Step 2: Click “Student Hub”



Step 3: Select “Jobs Board”



Contact Us

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BOX HILL

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465 Elgar Road

Box Hill, 3128

P: 03 8892 1350

E: SAJC.Elgar@boxhill.edu.au

MELBOURNE CBD

Level 3, CAE Building

253 Flinders Lane

Melbourne, 3000

P: 03 8892 1360

E: SAJC.CBD@boxhill.edu.au

LILYDALE

Level 3, LA Building

1 Jarlo Drive

Lilydale, 3140

P: 03 8892 1370

E: SAJC.Lilydale@boxhill.edu.au

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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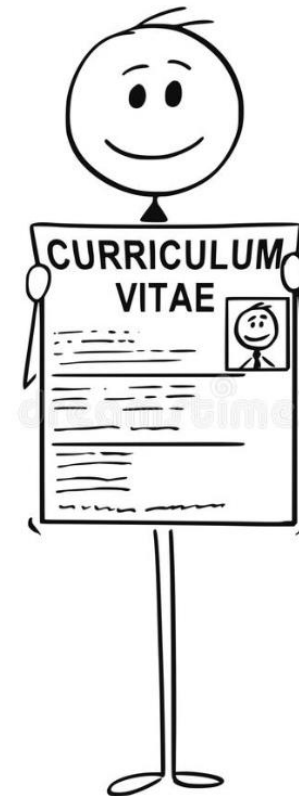


- Never exceed 3 pages.
- The format needs to be in a standard font (Arial, Calibri etc) and the size should be no bigger than a size 12 font.
- You can make your name and headings up to a size 14 font.
- Address any selection criteria and use key words.
- Keep it concise and ensure it is relevant
- 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!

Well organised, I am looking for a library position. I am completing my Diploma of Library and Information and I very keen to put my skills into practice.

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.

Skills & Attributes

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- Strong communication skills
- Able to use cataloguing tools
- Promote literature and library programs
- Strong research skills
- Punctual, hardworking and reliable
- Ability to work independently or as part of a team
- Motivated and willing to learn
- Excellent computer skills
- High attention to detail

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!

Programs Assistant

2018-current

State library Victoria

I work as a volunteer for the State Library my duties included:

- Customer service
- Attending to customers and giving directions
- Helping staff set up activities
- Setting up and Packing up of equipment and resources
- Research

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:

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Diploma of Library and Information – Box Hill Institute 2020

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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State Library
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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!



A cover letter for placement should cover the following:

- Paragraph 1: What kind of position are you looking for?
- Paragraph 2: Placement requirements
- Paragraph 3: Why are you a strong candidate to do your placement with the organisation?
- Paragraph 4: Wrap up! State your desire to discuss an opportunity further



A cover letter for a job 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**

Cover Letter

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Dear Carol,

I am writing to apply for the position of Library Assistant as advertised on the Box Hill Institute Jobs Board.

I am about to finish my Diploma of Library and Information . I am keen to put in to practice the skills I have learnt in my course as well as learn new skills both on and off the job.

I feel I am a good fit for this position due to the voluntary work I have been undertaking at the State Library. I have been working closely with parents and children and would love to work in your library and help with the programs for children.

Your organisation appeals to me as one that I can learn a variety of skills in a small team as well as be able to assist the local community with the range of programs and activities your organisation provides.

I have attached my resume and look forward to hearing from you at your earliest convenience.

Yours faithfully,

Bea Potter

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.

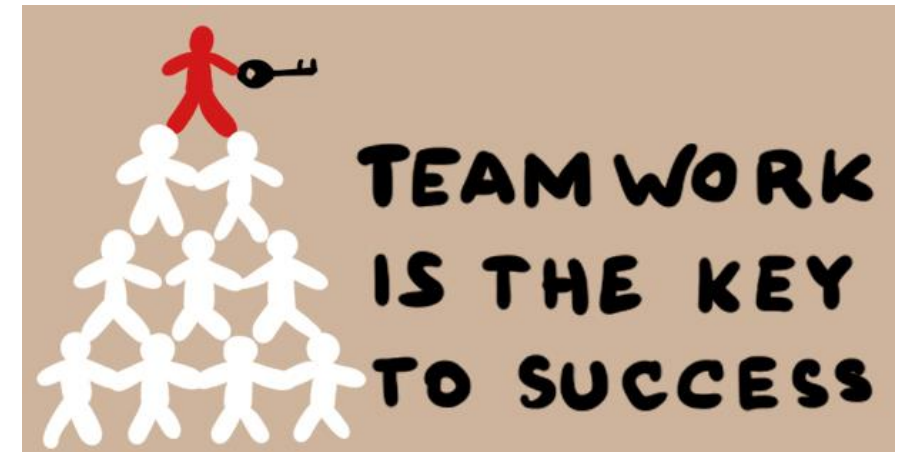
It is important to be able to listen to people and be able to understand where someone is coming from

2. Teamwork

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.

ANY QUESTIONS?

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Please email me any questions you may have on these slides.

I am also happy to look over your resumes and cover letters, or selection criterias.

You are welcome to email them to me on

SAJC.CBD@boxhill.edu.au