

# Preparing for Employment

1. Resume
2. Cover letter
3. Key Selection Criteria
4. Hidden Job Market

SKILLS AND  
JOBS  
CENTRES



# 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

# What is a resume?

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Fact sheet of your Skills, Experience and Achievements

1. Contact information
2. Skills and Attributes
3. Work History
4. Education/Qualifications
5. References



# Resume

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## 1. Contact Information

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

# Resume

## 2. Skills & Attributes

### a) Technical skills

- Prepare financial statements for presentation
- Conduct financial investigations and undertake audits
- Provide financial and taxation advice

### b) Soft/Transferable skills

#### i. Employability/Entreprise skills

Communication	Planning and Organising
Teamwork	Self Management
Problem Solving	Learning
Initiative	Technology

#### ii. Personal Attributes

- Building rapport with clients
- Discrete in dealing with confidential information
- Professional and ethical

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# Group Accountant

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## The Role

- Reporting to the Finance Manager, you will assist with the management and preparation of the monthly, quarterly and annual financial management reporting for multiple companies in the group, including:
- Analysis of results and variance reporting versus budget and forecast for P&L, balance sheet and cash flow statement;
- Trend analysis; and
- Development and expectation of future performance

## Role Responsibilities:

- To be involved the external **audit process** and ad-hoc audits as required.
- Assist in the **analysis of profit and loss reports** for jobs as required and report on variances
- Maintain internal controls, including reconciliation and **general ledger journal entries**.
- Prepare and process necessary journal entries
- Perform **Balance Sheet reviews** and identify Balance Sheet risk areas
- Review of the **BAS** as prepared by the Financial Accountant/Assistant Accountant
- Preparation of **Payroll Tax returns** with the involvement of payroll

officer

- Preparation of **Work cover Insurance returns** with the involvement of payroll officer
- General Accounts Administration and ad hoc queries
- A strong eye for detail and critical thinking skills are a must. You will be responsible for maintaining internal controls and identifying balance sheet risk areas.

## Key competencies

- Well-developed **problem-solving abilities**.
- Proactive and **quick to learn**.
- Ability to **work autonomously and in a team** environment.
- Outstanding **attention to detail**.
- Excellent verbal and written **communication skills**.
- **Intermediate to advanced Excel skills**.
- Degree qualified (business, accounting or finance) and fully or part qualified CA/CPA.
- Strong technical experience, ideally with 3+ years experience from chartered accounting firm.

# Resume

## 3. Work History

### Assistant Tax Accountant

Green & Co. Tax Services

July 2014–July 2016

### Key Qualifications & Responsibilities

- Prepared property, income, and occupation tax services for small businesses and individuals.
- Researched complex tax issues to ensure all relevant deductions.
- Coordinated the agenda of appointments with cross-functional teams and external clients.
- Performed regular data checks to identify potential errors in documentation and procedures.
- Provided taxation consultancy and explained the intricacies of tax laws to business and individual clients.
- Assisted clients with IRS related procedures.

### Key Achievement

- Lowered year-end tax bill of a key client by 20% by identifying relevant deductible expenses under state tax regulations.

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## Achievements

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Examples:

- “Won best sales person of the month 3 times in a year”
- “Negotiated with suppliers and reduced manufacturing costs by 10% over an 18 month period”.
- “Implemented an IT system, which saved staff 2 hours a day in repetitive administration tasks”
- “Provided targeted coaching, which saw the sales team increase their success rate by 15% in 3 months”





# Resume

## 4. Education/Qualifications:

- i. Bachelor of Commerce (Applied)                      Box Hill Institute                      2020
  - **Achievements**
    - ✓ Scholarships
    - ✓ Subjects with high grades
    - ✓ Top student of the year
- ii. List any thing that is relevant example:
  - Professional membership (CPA, CA)
  - Current Victorian Driver's License
- iii. Don't include anything that is considered outdated in the industry

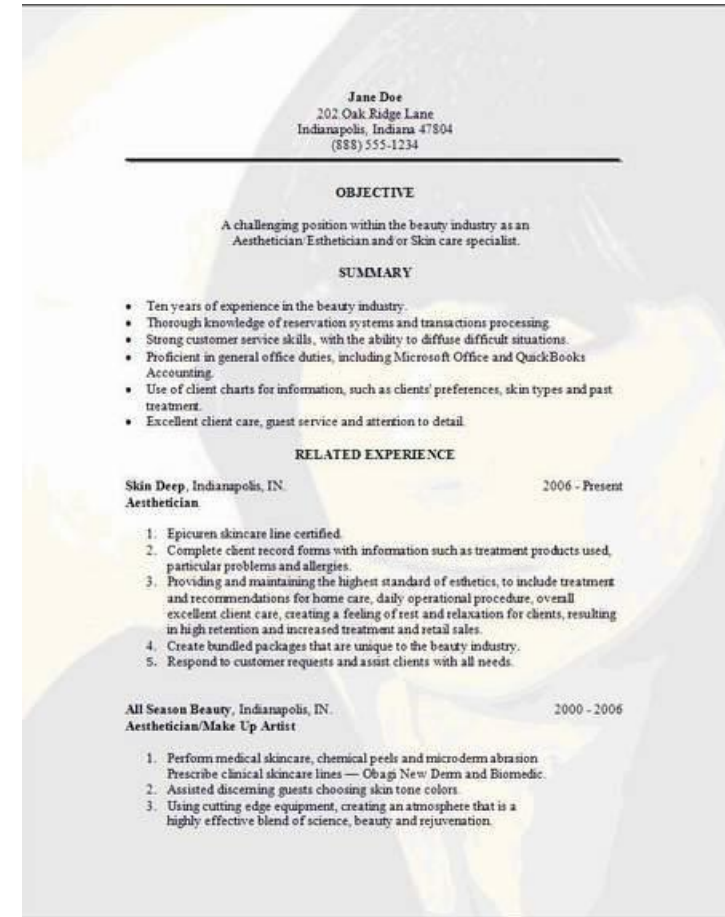
# Resume

## 5. 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.

# Tips for resume writing

- Relevant information that supports your application (use keywords from the job advertisement)
- Highlight all achievements
- Readability: white spaces, bullet points and font type and size
- Spelling and grammar
- **Appearances & quality information count!**



# Cover Letter

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- A cover letter is a way to introduce yourself professionally and show the value you can bring to the role you are applying for
- It sums up your skills, experience and achievements in a way that matches the job that you are applying for
- It is your chance to show why you are interested in the particular role and that you have done your research about the company or organisation
- A cover letter should never exceed one page and should always be included with a resume.

# Cover Letter

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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 you want to work for the company or organisation
4. State that you would like to be interviewed and how you can be contacted

# Cover Letter

## 1. Identify the job you are applying for and where you learnt of it

- State where you saw the job advertised or who told you about it.
- If you are not applying for an advertised position or one you have been told is available make this clear at the outset



# Cover Letter

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## 2. Say why you are suitable for the job

- If there is a job advertisement focus on what the advertisement requires. Highlight the important skills and experience that you can bring to the position
- Explain why you want to work in the industry

# Cover Letter

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## 3. Explain why you want to work for the company or organisation

- Demonstrate knowledge of the company and industry
- Show how the company culture aligns with your own preferences and abilities





# Cover Letter

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## 4. State that you would like to be interviewed and how you can be contacted

I would like to have the opportunity to talk to you more about this position and how I could use my skills to benefit your organization.

Thank you for your consideration and I look forward to hearing from you.

**Make sure you make it easy for them to contact you.**

# Cover Letter

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What recruiters look for in a cover letter?

- Show how your skills and work experience are what the employer needs
- Show how your achievements relate to the role you are applying for
- Show genuine excitement and enthusiasm for the role
- Tell the recruiter or employer why you are the person for the job



# Key Selection Criteria

- A key requirement for jobs in the public sectors
- Outline the knowledge, skills and qualities needed to do the job
- Before you apply for the job
  1. understand the employer
  2. understand the job description and the Key Selection Criteria
  3. decide if you are qualified to do the job

# Key Selection Criteria

## 1. Understand the employer

- How does the job you are applying for fits into the employer objectives and functions. The position description will include:
  - ✓ employer values
  - ✓ organisation structure
  - ✓ what the organisation does



Source: HAYS - How to respond to key selection criteria

# Key Selection Criteria

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## 2. Understand the job description and Key Selection Criteria

### i. Values

- Check that you are comfortable with the values

### ii. Accountabilities

- Match your personal qualities, knowledge and skills to the tasks of the job

### iii. Key Selection Criteria (KSC)

- Provide specific examples where you have demonstrated the knowledge, skills and personal qualities asked for in the KSC

### iv. Qualifications

- Either not required or an added advantage



Source: HAYS - How to respond to key selection criteria

# Key Selection Criteria

Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills

- **Situation** – Where and when did you do it?
- **Action** – What did you do and how did you do it?
- **Outcome** – What was the result of your actions?

# Key Selection Criteria

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**Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills:**

In my 5 years as a teacher, strong communication, negotiation and interpersonal skills have been essential. I have dealt with a wide range of people, including parents, colleagues and students.

I was involved in a community project where I co-wrote a booklet on helping child learn and have fun. As part of this project, I led successful negotiations with the Local Council and three schools in the area who agreed to run a series of weekend family science programs for kids in the area

# Key Selection Criteria

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## 3. Decide if you are qualified to do the job

- Do I meet all or most of the KSC of the job?
- Can I do the job with some training – formal or on the job?
- Do I have the skills gained in other fields of work that may be transferable?



Source: HAYS - How to respond to key selection criteria



# 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 the Hidden Job Market

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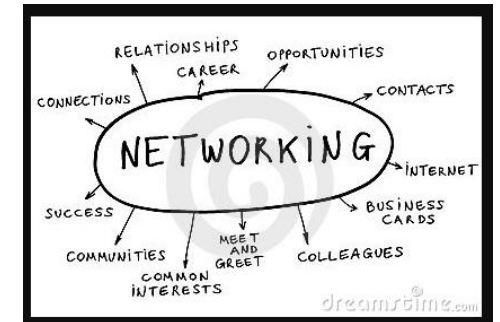


1. Networking
  - Attend industry events and seminars
2. Target Marketing
  - Cold Calling
3. Social Media



# 1. Networking

- Making contacts and building relationships that can lead to jobs or other work related opportunities
- Help you to obtain leads, referrals and information
- Tell **EVERYONE** you know what it is that you are looking for
- Expand your horizons – include people you know well, acquaintances and referrals. Be creative
- Keep track of your contacts
- Do what you say you are going to do!



# 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!



## 2. Target Marketing

- 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

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# 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



# Elevator Speech



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- An **elevator speech** is a clear, brief message or “commercial” about you. It communicates who you **are**, what you're looking for and how you **can** benefit a company or organization. It's typically about 30 seconds, the time it takes people to ride from the top to the bottom of a building in an **elevator**.
- 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

### 3. SOCIAL MEDIA

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





# Tips on using social media in your job search

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- i. Ensure your social media profiles state that you are actively job seeking and the type of role you are interested in, make sure you use keywords so recruiters can find you
- ii. Follow relevant companies and individuals in your industry or network
- iii. Get involved in LinkedIn Groups related to your industry and let me know the type of role you are looking for
- iv. Initiate conversations with individuals and companies on any interesting topics related to your industry

Source: <https://jobs.theguardian.com/article/how-to-use-social-media-in-your-job-search/>

# 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!



## How can SAJC support you?

1. Information on employment trend and opportunities
2. Careers advice and pathway information
3. Help with job searching skills
  - Resumes and Cover letters
  - Interview preparation and techniques
  - Jobs Board access

# Accessing the Jobs Board

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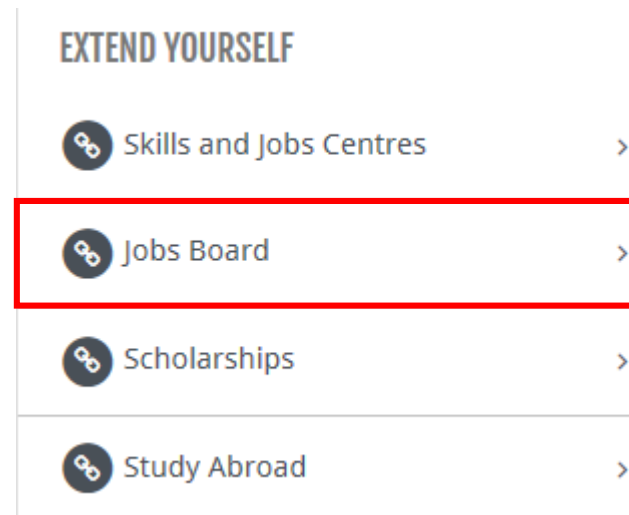


Step 1: <https://studentweb.bhtafe.edu.au>

Step 2: Click “Student Hub”



Step 3: Select “Jobs Board”



# Contact Us

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# ANY QUESTIONS?

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