

Job Search Plan

Aim

To secure an Australian apprenticeship, traineeship or other employment

Goals

1. To assist in the development of job search tools, including:
 - A contemporary, targeted and relevant résumé.
 - A cover letter proforma suitable for advertised job vacancies
 - A cover letter proforma for cold canvassing likely employers
 - A portfolio
 - A statement addressing selection criteria
2. To assist in developing the skills to obtain employment using formal and informal job search strategies.
3. To enhance job interview skills.

Action Plan

Activity	Purpose	Goal No.
Organise a work experience related to the apprenticeship, traineeship or type of employment you are searching for. You can add your work experience to your résumé to target your resume to the type of work you want. Your work experience employer may be willing to be a referee on your résumé.	To gain exposure to the type of employment you are searching for and to show commitment to that field of work.	2
Make sure you create a good impression with potential employers by managing your online reputation .	To ensure that you present yourself in the best light when searching for employment.	2
Review your résumé, update it and target it to the type of apprenticeship, traineeship or employment you hope to obtain.	To prepare a develop a résumé that best matches what an employer is looking for when recruiting apprentices or trainees.	1
Find out how an Australian Apprenticeship Centre can help you.	To extend your knowledge on Australian Apprenticeship Centres and their role.	1
Develop a proforma for a cover letter to respond to advertised job vacancies and a proforma for a cover letter for writing directly to potential employers without knowing whether a vacancy exists	To develop a model letter that can be easily adapted for responding to job advertisements or writing directly to	1

<p>(i.e., a cold canvassing letter, or cold calling letter of introduction). See the Grow Careers website for more information.</p> <p>It is important to try and get the employer to know you and to develop an idea of how you might fit into the organisation. One way to make a start is to build in opportunities to meet the employer into your job search. You can do this with a cold canvassing letter by including a sentence at the end indicating that you will contact the employer in a specified period of time (say a week) to see if the employer has had time to consider your interest in working for their organisation. This strategy:</p> <ul style="list-style-type: none"> • Puts you in charge of your job search because you are the person taking the next step and you do not have to wait until the employer responds to your letter. • Shows that you are proactive and that you are keen to work for the employer. 	<p>likely employers to search for a job.</p>	
<p>Prepare or update your Career Portfolio. Your Career Portfolio should contain documents that demonstrate that you have skills required for the positions you are seeking and shows your achievements. Documents can include certificates, letters of recognition, photographs of work, samples of work, etc.</p>	<p>To prepare a portfolio to take to job interviews and show employers evidence of skills, achievements and participation.</p>	1
<p>Read the positions vacant section newspapers to locate relevant advertised job vacancies. Using the cover letter proforma for advertised job vacancies and your résumé, apply for any suitable jobs.</p>	<p>To locate and respond to job advertisements in the press.</p>	2
<p>Register with employment and/or labour hire agencies and contact them on a regular basis (e.g., every month or every fortnight if you need to start work very soon) to see if there are any suitable vacancies.</p> <p>You can locate recruitment and employment organisations in your region by conducting a business search on Yellow Pages. In the business type or name search, enter Recruitment Agencies. In the location search, enter the town/city where you live or wish to work and the state or territory.</p> <p>This will generate a list of recruitment agencies and their telephone number. Many in the list will have a link to a website where you can get more information. A street address will also be provided. Always check the street address by telephoning the recruitment company or checking on their website because sometimes a recruitment company may change their address and the information is not immediately updated on Yellow Pages.</p>	<p>To utilise recruitment agencies as part of the job search process.</p>	2
<p>Search internet job vacancy websites regularly (daily if you want a job very soon) to locate suitable job vacancies. Using the cover letter proforma for advertised job vacancies, write a letter attaching your résumé in response to suitable job vacancies. There are numerous job vacancy websites. Examples of common websites are:</p> <ul style="list-style-type: none"> • Adzuna 	<p>To use the internet to source advertised job vacancies.</p>	2

<ul style="list-style-type: none"> • Career One • Indeed • Jobsearch. • Seek • Spot Jobs <p>Use a search engine to locate other job vacancy websites. Some job vacancy websites allow you to register your details and the type of work you are searching for. You will then receive regular emails listing all current vacancies.</p>		
<p>Search the websites of organisations where you would like to work to identify any current vacancies relevant to you. Using the cover letter proforma for responding to advertised job vacancies, apply for any suitable vacancies, attaching your résumé.</p>	<p>To identify current job vacancies advertised on company/organisation websites.</p>	<p>2</p>
<p>Using the Yellow Pages conduct a business search to locate potential employers of apprentices or trainees in your field. Contact each employer and find the name of the person to whom you should address a letter.</p>	<p>To develop a list of employers to approach in relation to securing an apprenticeship.</p>	<p>2</p>
<p>Using the cold canvassing cover letter proforma for write a to each employer, attaching your résumé and either:</p> <ul style="list-style-type: none"> • Post or email the letter and résumé and follow up with a telephone call as indicated in your letter, or • Make a cold call by phoning the employer or personally calling into the organisation to make an appointment to see the employer regarding potential employment. Take your cover letter and résumé to the appointment. See Youth Central for more information on cold calling, including tips from the experts, an interactive cold calling guide and more. These resources will help you feel more confident in making direct contact with an employer. See also the information on cold calling on myfuture. <p>Always follow-up when you have posted or dropped in your cover letter and resume. This shows your enthusiasm and helps you to get known by the employer.</p> <p>If your cover letter states that you will make contact with the employer within a certain period, make sure you do so, otherwise you may appear to be unreliable.</p>	<p>To search for employment using highly successful informal job search methods.</p>	<p>2</p>
<p>Develop a network of contacts and systematically contact people in your list of contacts to see if they can give you any job leads. See Youth Central for information on networking as a job search strategy.</p>	<p>To search for employment using highly successful informal job search methods.</p>	<p>2</p>



If you need to address key selection criteria or person specifications for a job, read the information available on the myfuture website.	To enhance the chances of being invited for interview when on the basis of an application that involves addressing selection criteria.	1
Read information on job interview skills on the myfuture website and Youth Central .	To prepare for success in a job interview.	2

