

Job Search Plan

Aim

To find a part-time or casual job

Goals

1. To prepare job search documents.
2. To use various job search strategies to find a part-time or casual job.
3. To develop job interview skills.

Action Plan

Activity	Purpose	Goal No.
Make sure you create a good impression with potential employers by managing your online reputation .	To present a favourable image of yourself to employers	2
Prepare or review your résumé, ensuring it targets it to the type of part-time or casual work you hope to obtain. Many school students find part-time or casual employment in hospitality, retail trade and sometimes general labouring work.	To develop a résumé that matches what an employer is looking for when recruiting staff for the type of employment you hope to attain.	1
Prepare a cover letter proforma for writing directly to potential employers to express interest in a part-time job. This type of letter is often called a cold canvassing cover letter or a cold calling letter of introduction). A useful tip is to add a sentence near the end of your letter you might saying that you will contact the employer in a specified period of time (say one week) to see if the employer has had time to consider your interest in working for their organisation. This strategy: <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. 	To develop a model letter that can be easily adapted for canvassing likely employers to search for a job.	1
Prepare a cover letter proforma for responding to advertised job vacancies. You will need to change this letter for every advertised job that you apply for.	To develop a model letter that can easily be adapted when responding to advertised job vacancies.	1
Check job vacancy websites such as spot jobs and the newspapers to locate any advertised part-time or casual job.	To develop a model letter that can be easily adapted for responding to job advertisements	1

<p>Some organisations have a section on their website with a title such as ‘Careers’, ‘Join our Team’ ‘Work With Us’, or similar. Usually you will be directed to an online application form. Often you will be asked to upload a cover letter and/or your résumé.</p>		
<p>Prepare or update your Career Portfolio. Include artefacts such as certificates, letters of recognition, photographs, samples of work, etc. in your Career Portfolio. Take your Career Portfolio to job interviews and refer to it in the interview to show evidence of your skills, achievements and experiences.</p>	<p>To prepare or update a Career Portfolio to take to job interviews and show employers evidence of skills, achievements and participation.</p>	<p>1</p>
<p>Read the job vacancies section newspapers to locate suitable 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>	<p>2</p>
<p>Search the websites of organisations that you would be interested in working for to identify any current vacancies relevant to you. Fill in the online application form if there is one and attach any requested documents (i.e., usually your résumé and often a cover letter). Some organisations may advise you to email your résumé and cover letter if you are interested in working for them.</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 in the type of part-time or casual job you hope to obtain. Contact each employer and find the name and position of the person you should write to about employment.</p>	<p>To develop a list of employers to approach in relation to securing a job.</p>	<p>2</p>
<p>Using the cold canvassing cover letter proforma for write a to each potential employer, attaching your résumé and either:</p> <ul style="list-style-type: none"> • Email or post your cover 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 about possible employment opportunities. Take your cover letter and résumé to the appointment. See excellent information and tips on cold calling on Youth Central. 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 emailed, posted or dropped in your cover letter and résumé. This is one way that you can show your enthusiasm to 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 informal job search methods.</p>	<p>2</p>
<p>Develop a network of contacts and contact people in your list of contacts to see if they can give you</p>	<p>To search for employment using highly successful</p>	<p>2</p>



any job leads. Read the information on networking as a job search strategy on Youth Central .	informal job search methods.	
Read information on job interview skills on myfuture and Youth Central .	To prepare for success in a job interview.	2

