



FACT SHEET

Finding a job

Once you are clear about your career pathway the challenge is then to be resourceful, creative and use practical strategies in your search for work. The [Finding a job section](#) of the Career Centre website will give you an overview of what is required.

Getting started

The Career Centre [Job Search Guide](#) is available online and provides practical information and tips to help you find work. Use the JSG to:

- Identify the technical, transferable and personal [skills](#) that you have to offer. Use the personal and transferable [skills checklist](#) to help you. Gather any documentary evidence of your skills (for example qualifications, references, and certificates) and list the experiences that have helped you develop them. If you are not sure about your employability skills, then the [Skills card sort](#) tool may provide you with ideas.
- Learn how to [prepare and organise](#) your job search activity. Do some research into employers that are of interest to you and relevant to your background. Develop a plan for how you are going to make contact with these employers and the information that you want them to know about you.
- Find out how you can use the internet to search for [jobs online](#).
- Find out about different ways to [apply for work](#).

Identifying job vacancies

Whilst some jobs are advertised in the newspapers and online, many are not. They are part of the so-called 'hidden job market' and there are a number of ways in which you network online and offline.

- Volunteering can be a fantastic way to develop practical workplace skills and expand your networks whilst at the same time making a contribution to the community. For opportunities contact Volunteering WA on (08) 9482 4333 or visit their website at volunteeringwa.org.au.
- Networking is a way of identifying possible job leads by expanding your circle of contacts. You may achieve this by tapping into the networks of family and friends as well as creating new professional networks through [LinkedIn](#), [Facebook](#) and [Twitter](#) and the professional association most relevant to your area of expertise. [Go to job searching online](#) for more information.
- Follow industry trends by keeping up to date with current affairs in the business world. Companies that are expanding their operations are likely to need more people and may welcome direct enquiries from people with the skills to contribute to this expansion. Use the internet to search business directories for the names of employers in the locations and industries you are most interested in, then approach them directly to see what sort of work opportunities may be available now or in the near future.

Preparing job applications

Most employers will want to have some detailed information about what you have to offer. A cover letter and resume are the traditional way of presenting this. Although the resume will outline the specific detail of your education, training and employment experiences, the cover letter provides a broad overview of your background and particularly what attracts you to the work.



The Career Centre website has samples of [cover letters](#) and [resumes](#) as well as a [resume builder](#) tool that you can use to put a resume together.

Some job applications, especially positions with government agencies and larger businesses, require applicants to also submit a statement addressing [selection criteria](#). These are skills, knowledge and experiences required to do the job and you will need to provide more detailed evidence of these.

Succeeding at interview

Submitting a quality job application is only one part of securing a job, you will also need to attend an [interview](#) and market yourself in person. A good way of looking at a job interview is that it presents an opportunity for you to engage in a two way conversation with an employer about:

- what you can do for them (the skills, qualities and experiences you bring to the table);
- your personal qualities and attitudes; and
- your future potential.

Further advice and assistance

It is important to [stay positive](#) when job searching and the following range of services may assist you.

- [Job Active](#) providers are organisations located throughout Australia contracted by the Australian Government to provide employment services. You can telephone the Employment Services Information Line on 13 62 68 to find out more about the services available and your eligibility for assistance.
- [Career Centres](#) in regional areas of WA are available to provide assistance with your job search. Additionally, metropolitan specialist centres are available to assist people of culturally and linguistically diverse backgrounds and ex-offenders.
- [Centrelink](#) can connect you with a range of services and payments that may help if you are looking for work, have recently lost your job or are at risk of losing your job.
- [Disability Employment Services](#) assist job seekers with disability, an injury or health condition that impacts on their ability to get a job.

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Updated: July 2017