

Try

one thing

Try finding your dream job



If you're looking for a new job or a change of career, the internet is the best place to start.

The majority of employers advertise their roles online and look for candidates with the skills to navigate the internet and submit a digital copy of a resume. With a few simple tips, you can find and apply for your dream job or volunteer role!

#GetOnlineWeek

Know your job websites

Understanding how the various job seeker websites work is crucial if you're using them to look for work. Each site works differently and offers various features to help make your job search as painless as possible.

Top tip: Most job websites allow you to set up "alerts". You can tell the site the type of job you're looking for and where. They will then email you those that match so you don't have to constantly trawl the site.

Some sites let you upload your resume and cover letter to apply in "one click". However, it is better to personalise your applications to each company to show your interest in the role.

Create a resume and cover letter

Most employers will ask you to send them a current resume and cover letter as your application. Spending time on making sure your resume is formatted correctly and up-to-date will show potential employers that you have good attention to detail and are serious about finding a job.

Top tip: A Microsoft Word document (.docx) or PDF should be fine for uploading to most job sites or attaching to an email.

Using a word processing app such as Microsoft Word or Google Docs can make things easier than using a basic text editor. It also allows you to do things like insert tables, dot points and headings to make your resume and cover letter easy to read.

Reach out to recruiters on social media

Have you heard of LinkedIn? It's a social networking site for business professionals to network, share stories and promote what companies are doing. It's also widely used by recruiters looking for candidates to fill roles. If you're serious about looking for a job it's worth getting familiar with LinkedIn and creating an account.

Top tip: Unlike other social media like Facebook or Instagram, people use professional looking photos of themselves on their LinkedIn profiles. Try to avoid using a holiday snap or photo of you with a beer in hand!

LinkedIn has a dedicated section for those looking for jobs with advertisements from recruiters and companies looking to fill posts. There's also an option to mark yourself as looking for work, so you will pop up in searches when recruiters are looking for people.

Keep learning

The Be Connected and Good Things Learning websites have topics dedicated to the skills needed to create a CV and working from home.

Visit beconnected.esafety.gov.au and learning.goodthingsfoundation.org.au to get started.