

APPLYING FOR JOBS CHECKLIST



Find reliable information about jobs and employers
in your area of interest



do your own research before making a decision
about your career pathway



find out how employers recruit and understand
what information to include in job applications



develop a basic résumé and cover letter, and learn
how to tailor your job application



Pitch your skills and abilities with confidence



APPLYING FOR JOBS



There are many different ways to apply for jobs. You could apply in person or submit a written application via an online jobs board or company website.

Regardless of how you apply, it's important to do your research so that you understand what employers want. This will help you to tailor your job application to address their needs and promote yourself.

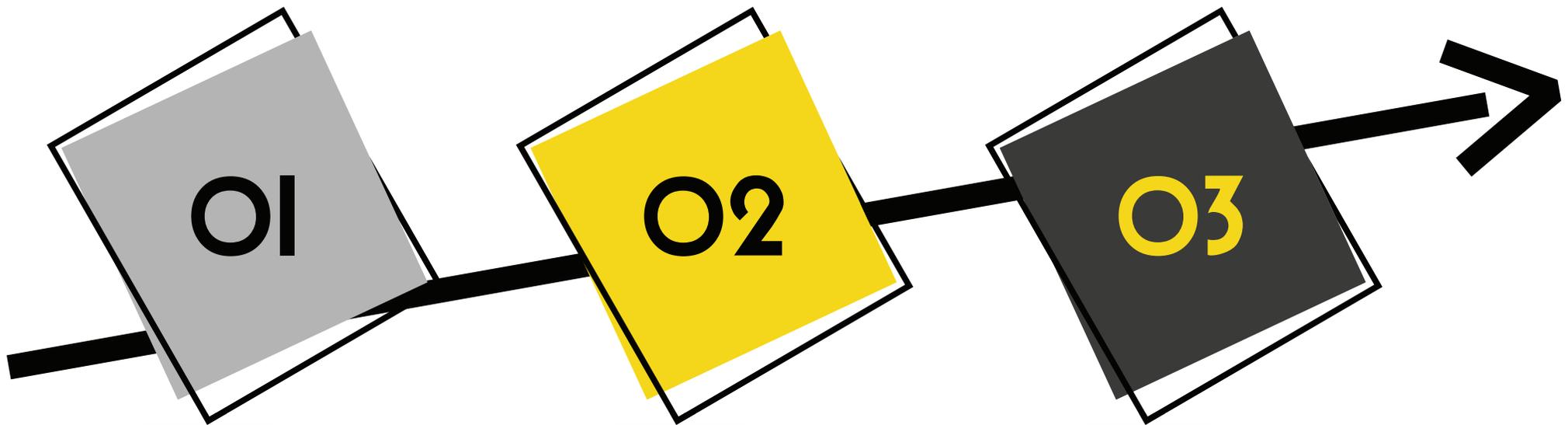
1. Do your research. Find out about an employer's business to help you tailor your application to show how you meet their needs. This also gives you information to talk about in an interview. **Doing research will show employers that you have taken time to understand what they do.**

2. Understand what the employer wants. Review the job ad and highlight key words. **Use these key words in your résumé and cover letter to show you have the skills and abilities the employer is looking for in the role.** Researching the industry and occupation will give you more hints.

3. Use trustworthy sources of information. The Australian and State governments provide reliable **information on jobs and industries, skills needs and training pathways.** This information can help your career planning.

4. Put your best self forward. Pitch your skills and abilities with confidence. Ensure employers see you as a competitive candidate for the role. Show your knowledge of the business, industry and job. Be respectful in all interactions and present yourself positively to increase your chances of getting the job.

5. Learn from mistakes. Try your best not to repeat them. As a new starter, your boss will usually understand and forgive a few early mistakes.



Profile the employer and job

- Research the employer, industry and job.
- Identify the skills, personal attributes, qualifications and licences that are essential for the job.
- Think about any additional skills, attributes or qualifications that the employer might consider 'industry knowledge'.



Gather your evidence

- Find the employer's 'key words' in the job description. Include these in your job application.
- Think about your past achievements and work history to find examples to include in your application.
- Describe past work tasks and responsibilities using the same 'key words' from the job ad.
- Leave out anything that isn't relevant to this job.



Highlight your achievements

- Start your résumé with a couple of sentences describing your skills and abilities that are relevant to the job.
- Include relevant achievements.
- If possible, back up any claims you make about your achievements with evidence or facts. For example, number of sales made, calls handled or positive customer feedback.



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