



Preparation! Presentation! Promotion!
IMPORTANT STEPS TO GAINING EMPLOYMENT

www.commandresumes.com.au

Resumes, Interview Preparation, Selection Criteria, Cover Letters

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FOREWORD

If you are in employment and wanting to change to a more rewarding career or if you are currently out of work, the same rules apply to the job search process.

Preparation, Presentation and Promotion – use these easy steps and maximise your chances of finding and obtaining the right position for you.

Take notes. We've provided lots of space and additional personal notes page for your convenience.

Command Resumes is available to assist you to 'take command' of your job search and will provide you with:

- ✓ a consultation,
- ✓ a professionally presented Resume in a presentation folder,
- ✓ a personalised front cover, scanning available for your photo,
- ✓ a cover letter, and
- ✓ a master copy of your Resume on disk.



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Resumes Interview Preparation Selection Criteria Cover Letters

PREPARATION



Looking for work can be a full time job in itself. It can be a difficult process at times, and it's important to remember to look after yourself so that you will be ready when that interview day arrives.

Tips:

- Limit your job search to certain hours during the day and seek different activities at other times.
- Remind yourself of the positive efforts you are making.
- Let friends and family know you are seeking work (many jobs are filled by word of mouth).
- Seek support from family and friends.
- Exercise.

What work do you really want?

People are happier when they are employed doing something they enjoy.

- Determine what your existing skills are.
- Think about how you enjoy spending your time.
- Don't be afraid to branch out into new avenues.
- Approach career guidance counselors.
- Talk to family and friends to sound out ideas.
- Build your networks in the community.

You have little or no experience. What can you do?

There are a number of avenues that can provide you with valuable work experience.

Employers value initiative.

Employers are interested in you, when they see you have made an effort to improve your chances of finding work, by increasing your skills and experience in a real work environment. Theory is all very well, however, experience in a work situation is valuable.

You can gain work experience while you are looking for work.

Volunteer work:

Many organisations have a place for volunteers. While you are looking for work you may find you have time to offer in a voluntary capacity. This is a valuable way of finding out whether you like a particular industry or career path.

Re-training:

As work places change over time and technology improves, employers may require a different set of skills.

If the position you are interested in requires specific skills that you do not have, think about the many courses that are available in the community.

Training courses do not need to be full-time. You can still continue to look for work while you are re-training, and remember, employers are impressed with potential employees who are willing to take risks, learn new skills and change with the changing times.

There are a number of short and long-term courses available through local colleges, TAFEs and through private training establishments.

Distance learning is also available. Consider the many courses that you may take in your own time and at your own pace.

Where can you find work?

An estimated 20 – 25% of all vacant positions are advertised. That leaves approximately 75 to 80% of positions that you need to find in different ways.

This is an astonishing statistic, if you consider that most of us limit our job search to advertised positions.

How can you find out about these hidden positions?

POSITIONS NOT ADVERTISED:

- Networking, word of mouth – tell your friends, family and acquaintances that you are looking for work.
- Cold calling -personally approaching places of employment.
- Telephone calls – call and ask if there are any positions likely to be coming up in the near future and offer to send in your CV.
- Often by volunteering for an organisation, you are the first to hear of someone leaving a position.

ADVERTISED POSITIONS:

There are hundreds of positions advertised every day. How do you maximise your chances of getting an interview:

- Get newspapers as soon they come out.
- Check the closing dates for positions so you don't miss out.
- Keep good records of the positions you are applying for.
- If you have access to the Internet, use search engines and also have appropriate positions emailed to you as they arise.
- Approach employment agencies.
- Employment websites.

You have now found a number of positions to apply for. They are in a similar industry but each job is unique and has certain differences that need to be considered.

Research the position before applying. This takes time but could mean the difference in getting to an interview or not. How?

- Company's web site
- Library
- Company brochures
- Phone the receptionist & ask questions
- Request an annual report if it is a public company
- Business Who's Who Of Australia

Remember: If you don't have access to a computer, there are Internet cafes everywhere. Ask a friend or family member to assist you to access one of these. Local libraries also provide Internet access for a small fee.

Employers are impressed if you have made the effort to find out their needs and goals.

Making an application that indicates your knowledge of the organisation or business will increase your chances of being called for an interview.