Job Ready

A guide produced by the Careers Resource Centre

Brisbane Water Secondary College Woy Woy





**Before the interview**

Research the company you are applying for a position in, know their values, objectives and who their clients are.

Turn up 10 minutes early.

Turn off your mobile phone, don’t even look at it in reception while you are waiting.

Prospective employees waiting in reception for an interview are often being observed! Your interview may have already started without you realising it. So make sure you keep your behaviour and posture is in check (don’t slump!).

**What should I wear?**

(There are some exceptions to what is written below, consult your carers or careers advisor)

Do have clean hair and nails, wear antiperspirant (deodorant doesn’t work as well).

Males - Wear a shirt and tie, tailored pants, polished shoes, appropriate socks.

Women –skirt, tailored pants, collared shirt. Remember not to show bums, tums and bosoms!

If you perspire a lot – consider wearing a shirt where it will not show.

Minimal jewellery, minimal makeup.

If you have nose rings, excessive earrings etc. think about taking them out they could hinder your chances of success.

If you are wearing white, make sure it really is white. If you wash white things with coloured clothes they go grey/white (not a good look)

Girls be aware of how you look sitting down.

**During the interview**

Don’t over use hands to express yourself – place them on your lap.

Don’t fold your arms (looks aggressive.)

Do make eye contact.

Do answer questions in sentences, if you are not sure what you are being asked, ask for clarification.

Try to be warm, engaging, thoughtful, clear, concise, and energetic.

Have examples ready of -

When you have worked successfully with others (teamwork).

When you have dealt with a difficult person, client or co-worker (communication).

When you have solved a problem (problem solving).

Specific examples that may relate to the job you are going for (work related skills).

**Think about your answers to interview questions in terms of STAR’s** and have some prepared from your previous experience that are ready to go.

**Situation or Task** – What was the task given to you or what was the situation you needed to resolve?

**Action** – What course of action did you take, who did you involve etc.

**Result** – What was the outcome? (If the outcome was not favourable you can discuss what you learnt from the experience).

If you are asked about weaknesses, be genuine and refer to how you will overcome your weakness (this indicates self-reflection / assessment).

If you asked if you would like to ask a question - Don’t ask what the salary will be, instead ask what the executive want from the position or maybe about the culture in the office. Do some Google research on this question there are lots of different things you could ask.

**After the interview**

Do send a friendly thank you email within a day of the interview. Eg. Thank you for the interview, it was lovely to meet you. On reflection, I believe my skills would complement and help your business to grow and in turn my skills would expand through my involvement with you.

If you don’t hear back and a week or more has gone by, call and ask for feedback. This is OK to do and could really help you in the future.

**What employers are looking for in potential employees….**

Reliable and well presented

Willing, keen, flexible

Positive and motivated

Energetic and enthusiastic

Able to commitment

At least basic skills with communication and technology

**Volunteering**

Employers now regard volunteer work as being of the same value as paid employment. However, it has to be sustained volunteer work, not just a once off!

Visit Volunteering.org for some ideas

**A basic resume. Visit our BWSC Woy Woy website for a more advanced template.**

**George Smith**

123 Blackwall Road Woy Woy NSW 2256

0434 111 111

[george.smith2@gmail.com](mailto:george.smith2@gmail.com)

Australian resident

**Education**

Brisbane Water Secondary College

English, Maths Standard 2, Hospitality Food and Beverage, Visual Art, Ancient History, Geography

**Employment**

2019 – Ongoing

Woolworths Supermarket, Umina

Organise presentation of stock and assist customers, register operation.

12 hours per week

**Volunteer work**

2019 – Ongoing

Surf Life Saving, Umina Surf-club – Attend regular patrols. Involved in training sessions with First-Aid and rescue techniques. IRB crew member. Provide support for young members during nippers.

2019 – Ongoing

Canteen helper

Serve fast food to visitors to our soccer field. Use the cash register, stock the shelves.

**Training / Qualifications**

TAFE taster course certificate in beauty - 2019

First Aid Certificate - 2018

**Technical Skills**

Ms Word – Advanced

Ms Excel – Intermediate

**Interests / Activities**

Umina Surf Lifesaving patrol member 2018 - ongoing

Umina Eagles soccer team player 2015 – ongoing

Swimming, reading,

**References**

You can use a teacher you have a good rapport with – make sure you ask them first. Put the teachers name, what they teach, the schools name and the schools main number as contact (ph 4341 1600). Sport coaches, dance teachers etc….

**Cover letters – generally you should…..**

Refer to the job advertised and where you saw it advertised.

Refer to the criteria set out in the advert – Who you are and what skills you have in relation to what the advert is asking for.

Don’t include anything that is not stated in your resume.

Cover letter example (for someone applying for a casual job at Coles)

123 Your Address

Woy Woy NSW 2256

25th July, 2020 (the date your write the cover letter)

Coles Supermarkets

Dear Sir / Madam,

I am writing to apply for a casual position on at Coles. I would like to have the opportunity to become a member of your team and learn the valuable skills and knowledge associated with retail. My availability includes after school and on weekends.

During the course of my experience with Umina surf-club, I have demonstrated the teamwork skills I believe would be required by your supermarket. I am also a polite and cooperative student at school and would demonstrate this attitude in your supermarket if I gained employment there.

Yours sincerely,

Make sure you sign here with a pen!

Robert Citizen

Another cover letter answering a job advertised

123 Your Address

Woy Woy NSW 2256

25th July, 2020 (the date your write the cover letter)

NSW Fire and Rescue

Phillip Street

SYDNEY NSW 2000

Dear Mr Smith,

I am writing to apply for the position of Fire and Rescue recruit advertised in the Sydney Morning Herald on the 27th June. I possess the personal skills, practical skills and experience to fill your advertised position with great success.

During the course of my current and previous experience with the Rural Fire Service, I have demonstrated the high level teamwork skills you require and the ability to master technical apparatus associated with fire-fighting.

I also have gained experience with the software applications outlined in your advertisement during the course of my Higher School Certificate.

If given the opportunity of an interview I would be able to outline the contribution I would make to Fire and Rescue.

Yours sincerely,

Make sure you sign here with a pen!

Robert Citizen

**Your resume**

Do check your resume for grammar and spelling. Get someone else to read it.

Should not contain out-dated qualifications (2 years old maximum for most things, unless it is something really amazing or particularly relevant)

Should have a sensible email address, not something like [partygirl@hotmail.com](mailto:partygirl@hotmail.com)

Only put a personal profile statement if you can write it very well and it is relevant to the job you are applying for.

Don’t waffle! A high school resume should only be one page or perhaps two if you have a lot of material of substance to include.

Summarise your experience / activities in terms of skills eg. Team work, communication, technical skills.

Don’t exaggerate your technical skills.

Use the one simple font and keep it black, highlight headings with underline or **bold.**

Don’t include abbreviations or slang.

Perhaps shouldn’t include a photo unless you think your appearance is important for the job eg. Hairdresser, flight attendant etc. Some people say It’s OK. Up to you!

Perhaps shouldn’t include your birthdate or age. Think about whether you might be discounted for a position because you look to young and inexperienced. Probably Ok to include a photo for a part time job while you are at school.