

Resource Guide

for

Job Seekers

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www.myaccess.org.au

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Local Resources

Bendigo Access Employment - 22 Mundy Street
www.accessemployment.com.au

5445 9800

Ending Employment / Unfair Dismissal

Fairwork Australia

www.fairwork.gov.au

CentaCare Sandhurst

www.centacare-sandhurst.org.au

Job Search Links

Job Search

www.jobsearch.gov.au

Seek

www.seek.com.au

Job Seeker

www.jobseeker.com.au

My Career

www.mycareer.com.au

CareerOne

www.careerone.com.au

Indeed

www.au.indeed.com

JobRapido

www.jobrapido.com

Résumé and Cover Letter Templates

www.youthcentral.vic.gov.au/Jobs+&+Careers

Résumé Writing Services

Efficient Office

www.efficientoffice.com.au

5449 7200

Ready for Work

0439 503 933

Résumé's for Results

www.resumes.net.au

0438 428 928

Documents & Design

5444 0610

Introduction

It shouldn't come as a surprise that looking for work can be a lot of work, especially if you haven't been in the job market for a while, or if you are changing careers. If you need help putting together a resume, need retraining for a new career, or are uncomfortable at the prospect of a job interview, you've come to the right place. Here are some hints to make finding a job or a new career less frightening and more productive.

So you're unemployed now what?

Before you begin a new job search, take some time to think through your situation. A job loss can affect every area of your life. How you handle this major life event can affect you for years to come. Work is not something we do simply because we have time on our hands; a job often defines who we are and how we see ourselves. Losing a job can threaten your self-image and possibly your lifestyle. Dealing with the emotional impact of a job-loss may be as demanding as looking for a new one. Typical reactions to losing a job may



include:

- Anger
- Lack of self-confidence/esteem
- Anxiety
- Grief
- Embarrassment
- Shame
- Lack of hope for a future

One way to move forward is to put your feelings and concerns in writing. This simple exercise

can reduce your tension and allow you to be open to a bright new future. The questions below are one example of how you might complete such an exercise.

How do I feel about my current situation?

- 1.
- 2.
- 3.

Ways to handle my feelings positively:

- 1.
- 2.
- 3.

Ways my feelings or concerns affect me negatively:

- 1.
- 2.
- 3.

Ways to strengthen my ability to cope:

- 1.
- 2.
- 3.

Take some time to think through the past. It is good to have an accurate grasp about what has happened in order to feel better about the future and be ready to move forward with optimism and energy. For more information, please check the websites on page 15.



Family Issues

Unemployment affects everyone in your family. Don't isolate yourself but rather talk to your family about how you are feeling or what you are doing. Have some family time and allow them to voice their concerns and ideas. Ask for their assistance with the challenges that unemployment may bring, such as conserving financial resources. By working through this together, you can build your family's confidence, sense of competence, and trust in yourselves as a family unit.

Examine the Past

Strengths at my previous job:

- 1.
- 2.
- 3.

Opportunities for growth or improvement to do a job better:

- 1.
- 2.
- 3.

Where to get help making these improvements (i.e. Job Services Provider/Training):

- 1.
- 2.
- 3.

SET GOALS

- 1.
- 2.
- 3.

Begin to Set Goals

Now that you've thought about the past, think about the future. Begin setting goals by asking yourself:

- What kind of work do I want to do?
- What are some alternatives?
- What do I absolutely not want to do?
- Should I consider changing careers?
- How much do I need to earn?
- Do I need more training?
- Can I afford to wait for the "perfect" job or do I need to take whatever comes along?
- Should I relocate to where my skills are more in demand?

Now that you've explored your strengths, preferences and limitations, in the exercise below, you can begin to set some long-term goals. While it may take months to achieve your ultimate objectives, they can be achieved by setting and meeting short-term goals. Write down your goals and set deadlines so you can track your progress.

Goal writing sample includes:

1. Long-term Goal: Find a new career
 - a. Short-term Goal: Find a job while applying for retraining
 - b. Research retraining opportunities
 - i. Action: Update my resume
 1. Resources: Samples from Job Services Provider, library web search
 2. Deadline: August 15
 - ii. Action: Rewrite resume and cover letter based on research
 1. Resources: 5-7 people to proofread my resume
 2. Deadline: August 20
 - iii. Action: Find 50 businesses that may have jobs that match my skills
 1. Resources: Internet search, networking, newspapers, phone books
 2. Deadline: August 31
 - iv. Action: Submit customised resumes and cover letters
 1. Deadline: 15 September

Bendigo Access Employment

Bendigo Access Employment is here to help you through the sometimes challenging process of landing a new job or career. In addition to the Jumpstart program, Bendigo Access Employment offers a wide-range of workshops and services. Workshop topics include: dealing with job loss, resume writing, hot careers, retraining, Internet job search, job search methods, and more.

Providing assistance in Bendigo and regional areas, we have resources to assist with:

- Self-guided employment searches
- Resume and cover letter assistance
- Referrals, applications, and contacts with local employers
- Job development and placement assistance
- Local Market Information
- Job Search Workshops
- Retraining Resources
- Disability Employment Services

Job Seeker Tools

Bendigo Access Employment provides tools for your career path including:

- Skill assessments
- Language, Literacy and Numeracy (LL&N) Assessments
- Tests in typing
- Job Fairs
- Disability Resources

Follow Us on Facebook, Twitter and YouTube:

Connect with us on Facebook, Twitter and YouTube for the latest news and information about employment in Bendigo and Central Victoria, upcoming events, economic development resources, training and employer and job seeker tools.

Helpful Hints for Job Seekers

Choose Your Target Carefully

Put your time and energy into opportunities of interest. Focus on those that give you the best chance to receive an offer. Pick a few companies you're interested in and pursue them, whether they have openings or not.

Work Your Network

Talk with all your contacts about the position you seek. Follow up on any leads presented.

Consider Freelancing

If you are in a field that supports freelancing, don't think twice - take the opportunity. It's a great way to keep money coming in and your skills sharpened until full-time work comes along.

Take a Temporary Position

If freelancing isn't an option, consider interim staffing. No matter what the economy does, work still needs to get done. Many staffing agencies pay well. Like freelancing, this will keep money coming in and your skills well-honed until you can secure a full-time job.



Sell Yourself

Learn how to talk about yourself in a way that's meaningful and positiveted.. Understand and be prepared to discuss everything on your resume.

One great way to do this is to list potential interview questions with bulleted answers. This will give you some great talking points.

Additional Resources

Learn more about your skills and research career opportunities at the following website:

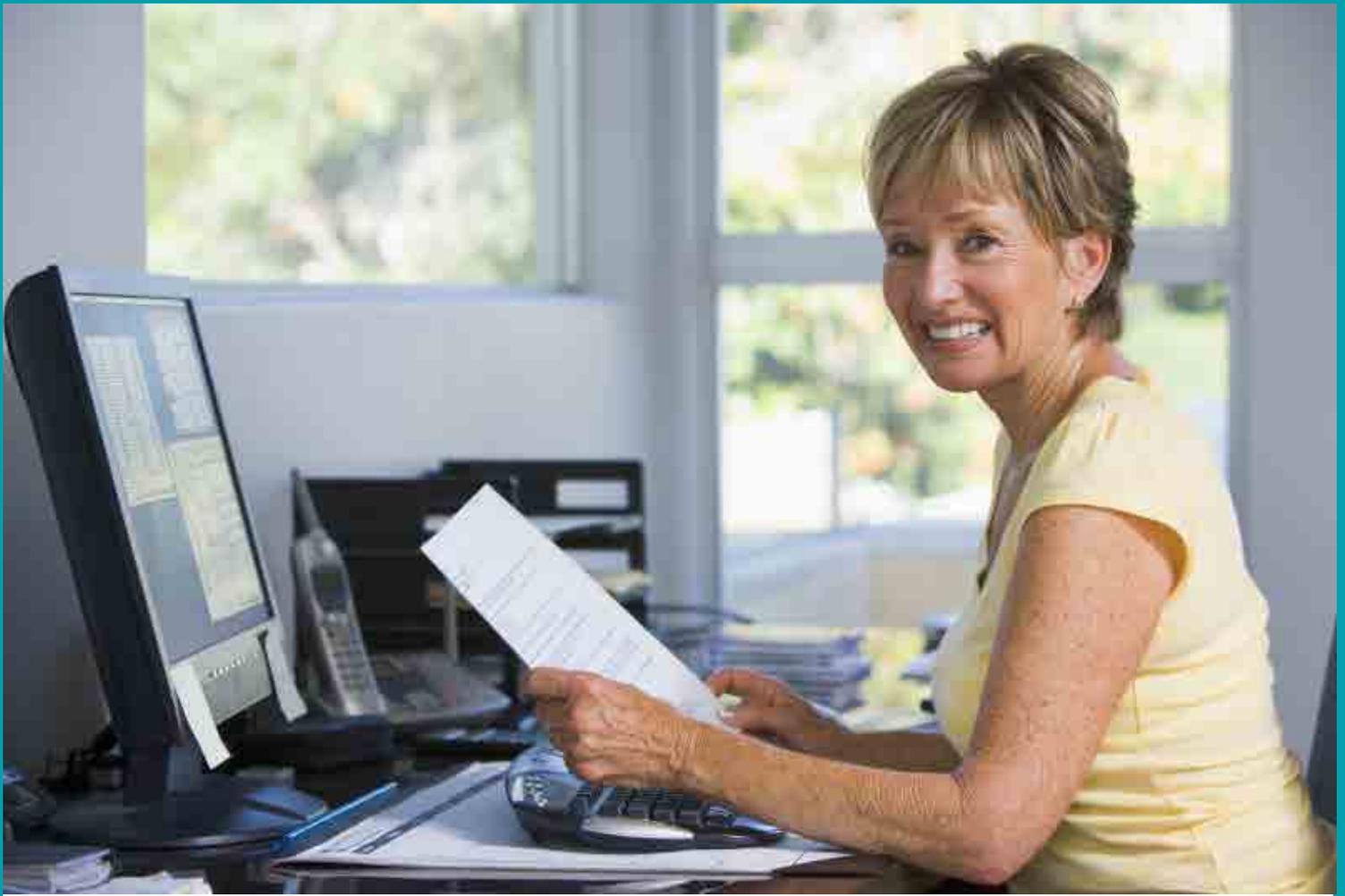
<http://www.accessemployment.com.au>

Sweat the Small Stuff

Personal touches make a huge difference. Make sure each letter addresses your specific skills and qualities the company is looking for. Remember to always send a thank you note or e-mail after the interview.

Above all else, Stay Positive

In tough economic times, a positive attitude is the most important thing. Even if there is 10% unemployment rate, that means 90% are still employed.



Job Seeker: Do's and Don'ts

When looking for a new job, make sure you remember these do's and don'ts:

Don't: Embellish or fabricate details, facts or experience

Do: Be honest.

Don't: List a specific pay rate desired.

Do: Use a pay range that reflects the local area.

Don't: Leave large gaps or absences in your employment history.

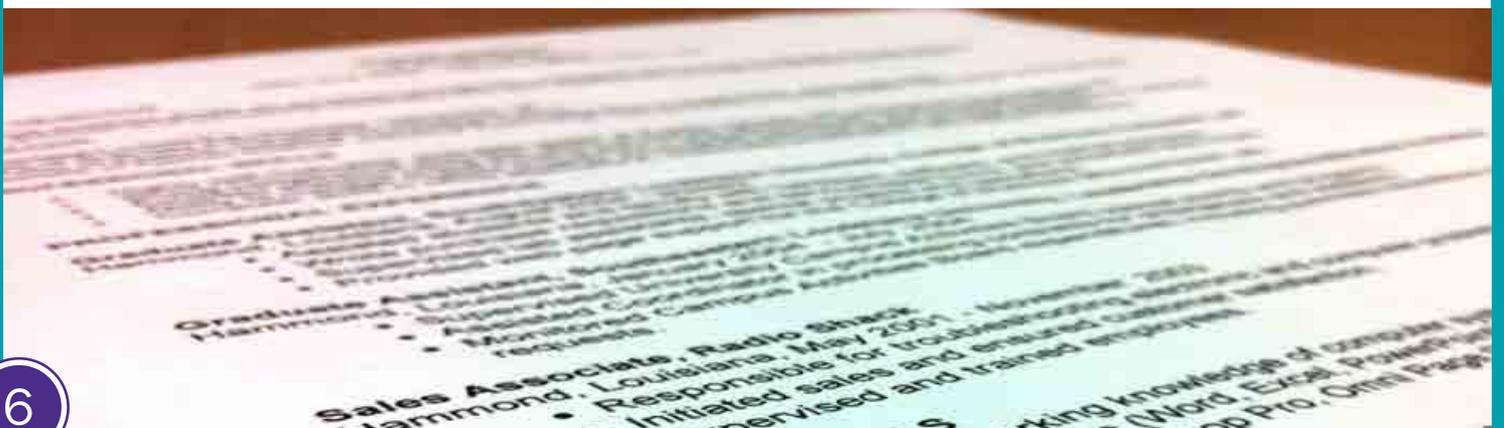
Do: Explain these gaps by saying, "returned to school," "helped friend start a new business," "traveled," or other reason. If your reason is health-related or due to a disability, it is your personal decision not to disclose this fact. (Unless your problem prevents you from doing the job safely, it is probably not necessary to disclose.) If the gap is less than one year, don't list it. There is no written rule that says you must account for every month of every year.

Don't: Forget to include any activities you may have done during an employment gap.

Do: List these in your skills and accomplishments; they may include qualities useful for the position.

Don't: Use words like "fired" or "let go."

Do: Instead, use words to describe the situation like "left for other opportunities," "looking for new challenges," or "laid off." Whatever you write must be true.



Résumé Development

Rules for résumé preparation change as the needs of business change. Most résumés are skill-based, meaning that they focus on what you can do, and not on how well you did it. This is the information requested by many major employers. However, résumés have no official format. Since a résumé is a sales brochure, you want to include everything that shows why you're the right person for the job.

Check out the résumé tutorial at <http://www.youthcentral.vic.gov.au>. Here you will find step-by-step advice on the Job Seeking process and how to create a résumé. At Bendigo Access Employment you can use PC's and easy to use résumé-building software as well as information on job opportunities, career exploration tools and employer data.

Additional Tips

Use these tips for additional help when creating a résumé:

- Use bullets, phrases or lists instead of complete sentences
- Pick a font that is easy to read (size 11 or 12)
- Lines or spaces help separate sections of your résumé
- If you use two pages, be sure to put a Heading on the second page
- Use numbers or digits (\$s, %s) to qualify accomplishments and strengthen your résumé
- Areas of strength section lists the job title of the prospective position, states your strongest skills, emphasises your qualifications and names you accomplishments
- Work History section lists employment for the last 10-12 years naming the most recent employer first; include job title, company name, city and state, starting date to ending date and job responsibilities.
- Education lists name of school, city and state and highest level of education received; include certifications, licences, and short courses.

Malcolm Peterson	
123 High Street, Bendigo Victoria 3555 5440 1212 + Mobile: 0400 123 456	
HAVC TECHNICIAN Reduced downtime 20% in last 12 months by creating new maintenance schedule	
Hands-on training in HVAC system troubleshooting, repair and maintenance of air conditioning, heating systems, and electronics. Proven track record of meeting high standards of quality and productivity.	
Certifications: HVAC / 1st Responder / Forklift	
AREAS OF STRENGTH	
HVAC Licence Machine Operation / Maintenance Troubleshooting / Problem Solving Skills	Certified Forklift Operator Hand Tools / Mechanical Abilities Skilled in installation
WORK HISTORY	
ARNOLD HEATING AND COOLING, Bendigo, Victoria HVAC Lead Technician (2010 - Present)	2007 - Present
Lead team of 5 HVAC technicians; responsible for creating new maintenance schedule Troubleshoot and resolve any mechanical problems.	
<ul style="list-style-type: none"> ● Assist in training 12 new members of team and motivating technicians ● Perform product checks and evaluate causes of equipment problems ● Provide solutions to equipment challenges resulting in Outstanding Performance Rating for 3 years 	
ARNOLD HEATING AND COOLING, Bendigo, Victoria HVAC Technician (2007 - 2010)	
Member of team responsible for ensuring equipment runs efficiently and effectively.	
<ul style="list-style-type: none"> ● Tested equipment to be sure minimum standards were met ● Assisted team in meeting 98% of daily scheduling goals ● Suggested measures to increase quality and production which were added to company's service manual 	
BEST FROZEN FOOD, Shepparton, Victoria Warehouse Technician (2002 - 2007)	2002 - 2007
Gained valuable hands-on experience in maintaining machinery and making repairs when needed to heating, ventilating and air conditioning machines.	
<ul style="list-style-type: none"> ● Chosen to receive additional HVAC training ● Assisted HVAC specialists ● Certified Forklift Operator 	
EDUCATION	
Bendigo Regional Institute of TAFE (BRIT), Bendigo, Victoria Certificate IV in Air-conditioning and Refrigeration Servicing	2001

Follow these tips when you're preparing to write your résumé:

- Start by really thinking about your work history and education.
- What type of position are you applying for? What are your strongest skills?
- Work history: Do you have a strong work history? If not, do you have strong skills to sell to the prospective employer?

When putting together a format, follow these tips:

- Keep it simple
- Choose functional, chronological or a combination résumé format
- Use a simple, easy to read font
- Justify the text to the left
- Try to keep it to one or two pages
- Do not include personal information, such as marital status, height, weight or religion
- Be consistent

Remember, these key points when putting your résumé together

- Make sure you have correct dates of employment and correct company information
- Use key words that fit the desired job
- Focus on responsibilities, not job duties
- Keep it to a few bullet points
- Even the small things can have value
- List achievements
- Do not list reference information on the résumé

One of the most important things to do after you've written your résumé is to spell-check and proofread it!!! Don't forget to follow these steps:

- If you say in your résumé or cover letter that you are detail oriented, make sure that you are!
- Do NOT rely on spell check to find spelling or grammatical errors.
- Print off a copy of your résumé, read it and give it to someone else to proofread for errors.

Résumé

Do's and Don'ts

Don't: Think a title speaks for itself. Job titles can often be misleading, and can change from one company to another.

Do: Provide position titles with descriptions of the work.

Don't: Leave the reader guessing where and when you were employed.

Do: Tailor your resume so that it is appropriate to the position for which you are applying. Connect your educational or career credits according to their importance to the reader.

Don't: Include confusing sentences or be long-winded on your resume. This will virtually assure you a place at the back of the line.

Do: Organise your thoughts in a clear and concise manner.



Scanable Résumé's

A scannable resume can be viewed by a computer using document imaging technology (known as optical character recognition, or OCR). Employers store resumes in databases and search through many applicants electronically.

A scannable resume, similar to a traditional resume, includes your goals, education, work experience, activities, honours, and any special skills you might have. You can create a scannable resume by modifying your traditional one. The two most important elements of a scannable resume are formatting and keywords.

Human resources personnel will review your resume only after the computer retrieves it from keyword searches. Including nouns and noun phrases that are likely to be used in a database search and using simple formatting will help your resume to be chosen.

Formatting

Keep in mind that the first reader of your scannable resume will be a computer, not a human. A fancy format pleasing to the human eye may confuse OCR scanners. Using simple format and font/typestyle decreases the likelihood that scanners will misread your resume.

- Use one common font throughout the resume instead of increasing the size. Indicate section headings by simple spacing.
- Avoid using bullets, tables & visuals. Instead use dashes, left-justified text and spacing to format.

Keywords

Keywords are words employers search for when trying to fill a position. They are the essential characteristics required by the job: education, experience, skills, knowledge and abilities. The more keyword marketing points you present about yourself, the more likely you are to be plucked from an electronic resume database now or a year from now. To use the Keyword concept effectively, use the following:

- Create a keyword section just under your name that includes common words or phrases in the line of work you are seeking which potential employers will search for in the resume database. For example, keywords for a business professional might include the following:
 - Leadership skills, ethics, finance
 - Teamwork, marketing, total quality management
- Use nouns, not verbs - action words like accelerated, arbitrated and launched are out. In scannable resumes, nouns are dominant. Computers search for descriptive words such as Accounting and Manager.
- Don't overuse abbreviations including those specific to certain industries (i.e. IT programs and software). Common ones like B.A. (Bachelor of Arts) are acceptable.



Creating Stellar Cover Letters

Cover Letter Dos and Don'ts

- Type your cover letter and resume, do not hand write either one.
- Always send original cover letters to employers, not a copy.
- Use A4 paper.
- Use same colour of paper as your resume
- Do not use present or past employment business stationary
- Always proofread your cover letter.
- Remember to sign your cover letter.
- Don't be negative.
- Don't mention needed salary, fringe benefits, or vacation time.

A cover letter is a job marketing tool. It is as important as your resume because it is the first impression you make with an employer. Plus, it provides an opportunity to explain aspects of your resume and direct attention to your qualifications that relate to the job opening. Below is a breakdown of the different parts of your cover letter.

Contact Information

Provide a current, professional e-mail address (that you check regularly) along with a phone number that will roll to voicemail if you're unavailable. Make sure your voicemail has a professional and courteous message.

Format

Cover letters should be written in a business format. Parts of a cover letter include: Your Address, Email address and Phone Number, Date, Employer's Name and Address, Salutation, Body, Closing, and Enclosure.

Salutation

Use the employer's name and title if known. Do not use a first name only, use the entire name or last name such as "Dear Mr. Wilson". You may need to research the company to determine the name of the hiring manager.

First Paragraph

Your first sentence should tell how you learned of the possible opening. Use the remainder of the paragraph to express interest in a specific position or a particular kind of job and state that you have enclosed a resume.

Second Paragraph

Your cover letter needs to fit the needs of the organisation and job of interest. Direct attention to your qualifications and company knowledge. Remember, the purpose of your cover letter is to convince the employer to read your resume. The letter needs to be concise and professional.

When applying for a position that is a complete career change, explain to the reader you're making a change and why you are qualified for the position. Qualifications may include recent education or volunteer experience.

If you don't explain how you qualify for a career change position, the reader may eliminate your resume quickly because you do not have the matching work history.

Third Paragraph

Request an interview that takes into consideration the company and type of job for which you are applying. End the letter by thanking the person for their consideration.

Closing and Signature

May use:

- Sincerely
- Respectfully
- Cordially

Enclosure

Description of what you included with your cover letter, such as resume or work sample

Photos

It is not appropriate to include your photo on a resume or cover letter.

Your Street Address
City, State Post Code
Email Address
Phone Number

Day, Month, Year

Mr. / Mrs. / Ms / Dr. Firstname Lastname
Title
Name of Organisation
Street or P.O. Box Address
City, State Post Code

Dear Mr. / Mrs. / Ms. / Dr. Lastname:

1st paragraph: State why you are writing, how you learned about the job opening, and introduce yourself.

2nd paragraph: Tell why you are interested in this job or working for this company. Share what you know about the company or this position and share your relevant experiences. Mention specific skills, qualifications, or educational abilities that qualify you for this position. Detail specific items in your resume that match the job requirements.

3rd paragraph: Say that you would like to interview for a position or to talk with the employer about hiring plans. Mention that your résumé is enclosed along with any other required documents. State what you will do to follow-up, such as call the employer within two weeks. Thank the employer for his/her consideration.

Sincerely,

(Handwritten signature)
Name typed

Enclosure(s) (refer to résumé, Key Selection Criteria, etc.)

NOTE: If necessary add another paragraph or two after the 2nd paragraph to further describe experiences and abilities.

Networking - A Powerful Job Search Tool

Networking is a powerful tool to use in your job search. Networking is simply reaching out to meet people with the specific purpose of identifying job leads. You may talk with someone in person, over the phone, or send an email to let them know you are looking for a job and asking for information about job openings. Most people find their jobs through someone they know. The more people who know you are job hunting, the greater your chances are to learn about existing positions and opportunities that will be available soon.

Practice and Plan

Be prepared to give a twenty-five second sales pitch about yourself (three to four sentences) to anyone who might have a job opening, or who would know of someone who has a job opening. Set a goal of contracting a specific number of people each day. You want to include the following information when contacting someone by email, phone or in person:

- Your name
- Your occupation
- Your current situation
- Job opportunities you are seeking
- What you can offer the employer

Who, Where and How

If you are not sure how to start or are looking for some pointers, contact Access Employment for information.

Some civic organisations, churches and other community organisations have job networking groups where you can learn about job opportunities and share strategies. Start with contacting people who are closest to you: family, friends and neighbours, but don't stop there. Think of everyone who could be a link to your next job. Anyone you see or meet is a possibility. Here are a few more suggestions:

- Former co-workers
- Church or club members
- People at your gym
- Hairdresser or barber
- Members of professional organisations
- Business leaders

Places to Network

- Internet
- Clubs
- Civic Associations
- Church
- Neighbourhood activities
- Volunteer activities
- Sports activities for you or your child

- Parties or social events
- Continuing education classes and career counselors at the school

Gather Information

When you have made a contact, remember to thank that person for his or her help. Learn as much as you can about the company, the position, and how to apply for the job. Because timing is critical, be sure to check back with your contacts every two weeks to see if they have any new job leads. A gentle reminder that you are still looking for a job is the proper way to keep in touch.

Additional Information

- Keep contacts informed on your job search status
- Answer phone calls/messages and emails promptly
- Send thank you notes to show you appreciate their time and efforts
- Share your good news when you go back to work
- Be ready to help others when they are looking for a job



Preparing for the Interview

The most important thing to do in an interview is to sell yourself? Many people don't get the job because they fail to do just that. Here are a few tips to help:

- When an interview asks "tell me about yourself?", talk about your accomplishments, skills, and abilities - NOT your family, hobbies or interests.
- Explain what you mean by using examples or stories. Look the interviewer in the eyes. Smile. Be an active participant in the conversation.
- Try to turn trick questions to a positive. Such as "What's your greatest weakness?" Respond with "I like to get things done before I go home at night and sometimes work late because I lose track of time."
- When the interview is coming to a close, finish by asking for the job. I can offer you (state your skills, abilities, talents)."
- Demonstrate you have the ability to help the company.

The best way to prepare for an interview is to role play. Ask a friend or relative to play the role of interviewer. The more you practice, the more comfortable you'll feel in an actual interview.

During the interview, try your best to address the fears/concerns of most employers. Convince them:

- You won't need a lot of time to become productive (quick learner)
- You put in an honest day's work
- You do not need constant supervision.

- You are a hard-worker, always give 100%
- You work as needed
- You are humble and positive
- You work with integrity. You are honest and admit your mistakes
- You can be counted upon
- You are pleasant and professional
- You take pride in your work, appearance and behaviour
- You are trustworthy
- You take pride in the company you work for and will do everything you can to help the company

Be prepared to ask the employer questions as well. Be positive, and avoid asking questions that give the negative impression that you are only interested in what the employer can do for you.

Sometimes your questions will get answered during the interview, but here are some suggestions. Bring these questions along to the job interview:

- What would my job duties be?
- How would I be trained?
- How would my progress be rated?
- Are promotions possible?
- Who would I be reporting to?
- Why is this job open?
- May I have a tour of the work area?

Save the "What's in it for me?" questions until the second interview or a job offer. If the employer hasn't volunteered this information, ask them about the rate of pay, fringe benefits and any probationary period.



Sample Interview Questions

A few sample interview questions:

- Why do you want to work as a . . . ?
- What qualifications do you have?
- How did you feel about being laid off?
- Why do you want to work for us?
- How long have you been looking for a job?
- What motivates you to do a good job?
- Give an example of any major problem you faced and how you solved it.
- Do you prefer to work alone or in a group?
- Would you rather be in charge of a project or work as a part of a team?
- What would you do if one supervisor told you not to do something and another supervisor told you to do it later?

Reasons People Don't Get Hired

- Poor personal appearance
- Overly aggressive
- Inability to express information clearly
- Lack of interest and enthusiasm
- Nervousness, lack of confidence and poise
- Emphasis on money
- Lack of tact and courtesy
- Negative attitude about past employers
- No genuine interest in company or job
- No eye contact with the interviewer
- Application form is incomplete or sloppy
- No sense of humour
- Late for interview
- Failure to express appreciation for interviewer's time
- Gives vague responses to questions
- No follow-up with thank you letter or phone call

Four Tricky Interview Questions to be Ready For

Tell me about yourself

The Interviewer is looking for how you will benefit their company

Tip!

- 1) Keep your answers short & simple
- 2) Elaborate on experiences & goals relating to the applied position
- 3) Summarise your resume & talk about transitions in employment

Why did you leave your previous job?

Understanding how and why you decided to move on from the previous company

Tip!

- 1) If you have a job, say you're "seeking greater opportunity."
- 2) Got fired? Say that you "parted ways" & change the topic to your accomplishments
- 3) Laid off? Then it's okay to say it's recession related

What is your range of salary?

Making sure if you are selling yourself too high or selling yourself too short

Tip!

- 1) **ALWAYS SAY NEGOTIABLE!**
- 2) Find out what others are making with the same position in the area at www.salary.com
- 3) Research, Research, Research!

What are your goals for the future?

Allows the interviewer to determine if you are a good fit for their company

Tip!

- 1) Explain that you want to excel and be known for your skills
- 2) Mention how you see yourself having more responsibilities within the company
- 3) Give examples of positive results that you will make

Remember, You are looking for ways to turn the Interview into a Sales Presentation!

Before Leaving the Interview Always Ask these Two Questions

1. Based on my background and experience, what do you think would be the greatest challenges for me in this position?

You want to have an opportunity to address in person, any objections or misconceptions that the interviewer has about your skills, work experience and suitability for the position.

2. How and when should I follow up with you?

You don't wish to be left hanging while conducting your job search. Try to get a date whereby the company may have reached a decision for this position, and call on this date.



Thank You Letters

Thank-you letters and notes should be standard tools in your job search.

- The thank-you letter should be a standard business letter format, while the note may be a simple handwritten note or card.
- Emailed thank-you notes are considered too informal unless you knew the person very well prior to the interview.
- Write a thank-you letter or note no later than 24-hours after the interview, even if things didn't go well.
- Be brief and to the point.
- Note the job you interviewed for and the date of your interview.
- Use the name and title of the person who interviewed you.
- When thanking a potential employer, restate your interest in the position and the company. Offer to come to another interview or to provide more information if needed.



Follow-up Calls

After the interview is over, and you've sent a thank-you letter expressing your appreciation for consideration, wait a couple of days and make a follow-up call to see if the employer has made a decision. If you got the job - congratulations! You'll probably find out when you'll start and other details. If you didn't get the job, don't be afraid to ask why you were not selected in a non-threatening manner. If the manager hasn't made a decision yet, find out if there is anything else you can do, but don't be pushy and don't beg.



Twenty Ways to Stay Motivated during Your Job Search

The longer you look for a job, the tougher it becomes. Who could blame you for feeling despondent, discouraged, depressed - perhaps even bitter? Some days you may not even feel like getting out of bed. Unfortunately, not only is depression, well depressing, it also makes it harder to get out there and look. And the less you get out and look, the less likely a job offer will come your way. Even worse, prospective employers tend to be turned off by negativity. It's the most dastardly kind of a Catch-22.

What this means is that a major part of anyone's job hunt is staying motivated. We all have our ways of keeping on keeping on, but here are some time-tested suggestions to prevent your job search from getting you down:

1. **Join a job-search group.** It's a reason to get out of the house and a venue to vent. You may even get some great feedback on your presentation, resume, cover letter, etc.

2. **Socialise with employed friends.** It's a reminder that jobs do exist. Besides, these are the folks most likely to know about available positions and upcoming openings.

3. **Limit your exposure to the news.** Yes, you do need to know what's going on in the world, but you don't need to wallow in the latest dismal job-market reports.

4. **Invigorate yourself through hobbies and sports.** These can be activities you already love or, better yet, something new and exciting.

5. **Avoid "glass-is-half-empty" people.** Everyone knows people like this. Minimise your exposure to them as much as you can.

6. **Hang out with people who make you feel good about yourself.** Find and stick with friends and family who respect you, who like you for who you are, and who are positive and upbeat.

7. **Expand your network every single day.** The growth of your professional network is a better way to measure progress than how many interviews you have each week.

8. **Expose yourself to media that inspires you.** Choose books, blogs, magazines, movies, and TV that uplift you and make you feel the world is a wonderful place.

9. **Read biographies of successful people.** It can help enormously to realise that every successful person encountered failure and setbacks along the way. Every single one!

10. **Try new (to you) job-search techniques.** Go for an informational interview or switch your resume from chronological to functional. A different approach may breathe new life into your hunt.

11. **Get a Mentor.** If you have a mentor, get a second one. You're allowed to have as many as you want or need. Mentors offer perspective, advice, and encouragement.

12. **Ask a friend to be your "Negativity Cop."** This is the person who will let you know when you're projecting negativity.

13. **Find someone to report your progress to.** This can be a friend, job-search group, a mentor or your Job Services Provider Case Worker. You'll be more likely to keep on task if you are accountable to someone.

14. **Spend time with a child.** If not yours, someone else's. Children are great big-picture people. They often have a way of reminding us what's important in life.

15. **Get some exercise.** Exercise produces those wonderful little, pepper-uppers, endorphins. It's a cheap, and legal, high.

16. **Eat healthy.** Cook good meals from scratch. It's not only better for your body and mind, it's also cheaper as well.

17. **Set a challenging goal.** Whether it's to run a marathon or clean out the garage, a challenge successfully met boosts your mood. You will project more confidence as a result.

18. **Learn something new.** It can be related to your work or something for fun. Learning new things stretches your brain and brightens your outlook.

19. **Help others.** Volunteering is always an amazing upper. And who knows, you might make some great new contacts.

20. **Designate one day a week when you won't think about your job hunt.** Take a break. Clear your head. Rest. Relax. Re-energise. Re-juvenate.



Still finding yourself losing motivation?

Then watch this video on YouTube

12 Tips to Get Your Dream Job

<https://www.youtube.com/watch?v=2PFYZde5SPk>

Grant Cardone Channel on YouTube

Then bookmark it and watch it again and again and again!

Necessary Job Search Skills

In today's world, job searching is not usually a one-time event in most people's work life. Studies show that the average person will change jobs more frequently than in the past. The change is due, in part, to the fluctuating economy and fast paced technological and scientific advances. That is why it is so important to learn the techniques of job search and consider them valuable and evolving life-time skills for present and future use. Therefore, job search skills need to be constantly maintained and updated throughout your work life.

Once you have acquired job seeking skills:

- Your confidence increases and your fears about looking for a new job are reduced.
- Your ability to interview and present yourself and your skills improves.
- You have more knowledge and are better prepared to move up the career ladder.

- You know more about the needs and trends of the labour market.
- You are more aware of your value and worth to your employer and the labour market.
- You know how to highlight your skills and abilities to stay ahead of the competition, achieve upward mobility, and negotiate successfully.

Once you are employed:

- Keep your skills current. Maintain a list of new software, responsibilities and achievements.
- Update your resume when you have gained new skills, abilities, and accomplishments.
- Get the training or experience you will need to move up within the company or to a different employer.
- Maintain a list of awards, accomplishments, and recognitions to present to your supervisor to lobby for a raise or for upward mobility. Also include that information on resumes and cover letters.



Frequently Asked Questions for new Job Seekers

When facing a job change, what should I do?

Update your resume and begin networking with relatives, friends, neighbours, and former coworkers to let people know that you will be available for work soon and what type of work you are interested in. If possible, get a written reference from your supervisor.

I have been made redundant. What do I do now?

1. Develop a job search plan of action by setting weekly goals for yourself.
2. Search out on the internet for current resume's, cover letters and techniques for networking through social media.
3. Consider whether you are eligible to file a claim for Newstart benefits at Centrelink.

I don't know what kind of job I want next. How can I find out what I will like?

Search career websites on the internet. Here you will find information on various jobs, Consult with a career counsellor, as well as the staff at Bendigo Access Employment who can assist you in exploring various career opportunities which may be available based on your interests and abilities.

What should I know about Centrelink benefits

When you become unemployed through no fault of your own, Centrelink benefits may be available to assist. The amount of your benefit will be based on your work history, wages earned, assets and severance benefits anticipated. Centrelink benefits are subject to federal taxes and will need to be reported.

If you qualify, you must meet certain requirements in order to continue receiving a fortnightly payment. You must: be physically able to perform some type of work and conduct an active search for full-time work each week; be actively registered for employment services with a Job Services provider and keep a record of your job search contacts; have no unreasonable restrictions that would prevent you from working or accepting a full-time position; and report all wages earned while claiming Newstart compensation.

For more details on Centrelinks Newstart eligibility and requirements visit the Centrelink website at www.humanservices.gov.au or call 132 850. Contact phone numbers for all other Centrelink services are found at:

<http://www.humanservices.gov.au/customer/contact-us/phone-us>

Quick Reference List

Agency	Website	Phone
Centrelink	www.humanservices.gov.au	13 28 50
Medicare	www.humanservices.gov.au	13 20 11

Volunteering and Work Experience

Bendigo Volunteer Resource Centre - Current Opportunities www.govolunteer.com.au/opportunity/organisation/5091		13 28 50
Uniting Care www.unitingcarebendigo.org.au		5442 3444
Salvation Army www.salvationarmy.org.au/bendigo		5440 8431
St. Luke's www.stlukes.org.au		5444 8103
Volunteer Visiting Program www.bendigo.vic.gov.au/homecareservices		4408 6590
Radius Disability Services www.rds.org.au		5440 8900
PepperGreen Farm www.accessemployment.com.au/peppergreen-farm		5441 6565

Networking

Lion's Club www.bendigo.vic.lions.org.au		5442 7658
Rotary Club www.rotarydistrict9880.org.a/list-of-clubs		
Young Professionals Network Bendigo www.ypn.net.au		5442 7816
Bendigo Newcomers www.bendigonewcomers.com		0498 000 767

Training

Bendigo Kangan TAFE www.brit.edu.au		
Continuing Education Bendigo www.ceb.edu.au		5430 2100
Learn Local www.learnlocal.org.au		
On Track Training and Employment www.feo.net.au		5446 3477
Organisational Learning Australia www.organisationallearning.edu.au		
Golden City Support Services www.gcss.org.au		5434 2777
Trade Start www.feo.net.au		5446 7046

Bendigo Hospital
www.bendigohealth.com.au
5454 6000

St. John of God Hospital
www.sjog.org.au
5434 3434

Bendigo Community Health Services
www.bchs.com.au
5448 1600

Scope
www.scopevic.org.au
5442 2000

Healthy Living Network
www.healthylivingnetwork.com.au

Better Health
www.betterhealth.vic.gov.au

