

Job Search Sites

www.careerone.com.au
www.seek.com.au
www.jobseeker.org.au
www.indeed.com.au
www.jobsearch.gov.au

Job Agencies

www.hays.com.au
www.roberthalf.com.au
www.temppeople.com.au
www.people2people.com.au
www.temping.com.au

Resume Tools

www.topresume.com
www.resumehelp.com
www.skillsroad.com.au
www.successfulresume.com.au
www.prepareforaustralia.com.au

Interview Tools

www.kellyservices.com.au
<https://uptowork.com/blog/job-interviews>
<https://www.monster.com/career-advice/article/100-potential-interview-questions>

Who We Are

About Us

A Non-profit Organisation catering for the needs of the Indian sub-continent community in Australia since 2015

Our Mission

To ensure every single issue facing the Indian sub-continent settlers in Australia is addressed in the best possible manner and would result in a positive transformation of their lives.

Contact Us

www.indiansupportcenter.org.au/contact/
www.facebook.com/IndianSupportCentre

Phone: 02 9863 5077

DONATIONS WELCOME

**Indian Support Centre Inc, ANZ Bank,
BSB 012-468, Acc No 196337421**

INDIAN SUPPORT CENTER

2 Lane St, Wentworthville, 2145
www.indiansupportcenter.org.au



Providing Support For

**Victims of DV
Job Seekers
New Migrants
Students
Senior Citizens**

JOB SEEKERS INFORMATION GUIDE

INDIAN SUPPORT CENTER
Registration No: INC1500501
ABN: 72966316271
Charity Reg No: CFN/23874

Purpose

Job search could be a daunting task especially if you are seeking your first employment or at least in Australia as a new migrant. This quick guide attempts to get you prepared to give you a better chance in securing your dream job.

Checkpoints

It is vital to identify the key stages in job search and work out the measures you need to get prepared

- Ensure you have working rights
- Identify career path to suit you
- Research on career opportunities
- Know your strengths & weaknesses
- Develop skills & qualification needed
- Network with people in career line
- Research companies in career line
- Gain local experience even through volunteering or internships
- Consult with recruitment agencies and industry mentors
- Prepare and perfect cover letter, resume but tailor for specific role
- Sharpen your interview skills through practice, mock interviews
- Be patient, get feedback and improve
- Keep looking for opportunities
- Keep applying

Resume Checklist

First impression- Appealing appearance

- Stand out**- Original, unique-Top notch
- Custom**- Tailored to suit specific role
- Design**- Appropriate and consistent headings, font type, size, colour, spacing, bullets, borders, alignment, page numbers and breaks
- Professional**- Spelling (AU), grammar, punctuation and capitalisation.
- Legible**- Clear, concise and positive language with abbreviated acronyms
- Length**- 2-3 pages or as justified
- Format**-Word(.doc) or as requested

Structure- Order of content

- Personal Info**- Name, phone, e-mail (professional), location, visa status
- Professional Summary/Objective**
 - Highlight/summarise objective, career goals, core competencies, strengths to suit role
- Professional Experience**- Recent first, Position title, Company name, period, responsibilities and achievements
- Skills Summary**- Core technical, career specific, soft skills, tools with skill level
- Qualification Summary**- Recent first, relevant qualifications, certifications, courses, academic achievements with institution name and period.
- Interests**- Social activities, interests that complement your personal skills
- Reference**- Reference contacts who have consented, updated with resume, professional (recent) or academic.

Interview Tips

“By Failing To Prepare, You Are Preparing To Fail” Benjamin Franklin

- ✓ Research the company and note the mutual benefits with each other
- ✓ Dress, prepare to make positive and lasting first impression
- ✓ Equip with relevant documents
- ✓ Know your resume back to front to manage questions or clarifications
- ✓ Remember to sell yourself
- ✓ Prepare for common and relevant interview questions
- ✓ Greet with a smile and a firm handshake
- ✓ Speak clearly and articulate well demonstrating strong communication skills
- ✓ Listen and understand the nature of the question before providing appropriate answers
- ✓ Provide factual examples for the answers you provide
- ✓ Demonstrate positivity, confidence and self-assurance as they are key to interview performance
- ✓ Ask questions that show your eagerness, enthusiasm and curiosity
- ✓ Ask for feedback on your performance