



YAHS Careers Newsletter

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"Opportunities are usually disguised as hard work, so most people don't recognize them."

Ann Landers

What are Employers Looking For?

What are employers really looking for? How can young people give themselves the edge when seeking work? A survey of employers' recruitment experiences, conducted by the Australian Government Department of Employment (2014), has some important messages for teenagers who are seeking work.

The most important attributes that employers were looking for were:

- A positive attitude and willingness to work
- Motivation and enthusiasm
- Being prepared to learn and take direction

Employers are also seeking employees who are reliable and responsible, especially:

- Punctual and dependable
- Respectful to colleagues and customers
- Loyal and staying in the job a reasonable period of time.

The employers, who were drawn from a range of different types of businesses, also identified the importance of personal presentation, at the interview, and in the workplace. They were especially "off-put" by:

- Inappropriate clothing
- Untidy hair
- Tattoos, piercings and jewelry

The employers expressed concern that young people sometimes had unrealistic expectations of work, and were unprepared for the demands of the workforce and nature of the work expected by them or the level of pay on offer. The employers also felt that some of the young people wanted to start at the top instead of working their way up through the ranks in a job, gaining skills on the way.

The employers highlighted that work experience or volunteering can provide young people with the opportunity to develop these attitudes, so that they are better placed to obtain and to hold down a job.

Work Experience at the Mint

Do you like money? Well who doesn't?

Would you like to make a lot of money.... I mean really make money?

Did you know that the all the coins that are in circulation in Australia are made at "The Mint" in Canberra.



The Royal Australian Mint offers limited opportunities for Work Experience.

You can see how Australia's coins are made and even take part in their production.

For details, see:

<https://www.ramint.gov.au/work-experience-mint>



A Job with a Difference

Are you an animal lover? Can handle animals with confidence and patience? Strong, to do manual work? Don't have any allergies towards animals? Working as an animal control officer could be for you!

The Good University Careers Guide identifies the following tasks as part of the role for an animal control officer:

- respond to and investigate complaints
- operate the local pound
- capture animals
- prepare and present cases in court
- run animal awareness programs

Useful tips for a Successful Interview

Many candidates lose the job in the first minute of the interview by not thinking carefully about their initial impact. **John Lees** shares his expert interview tips.

1 Don't waste the opening moments

Interviewers make a quick initial decision about your personality from the moment you arrive, based on how you look and sound. Dress as if you already work there and you've just been promoted. Make those initial seconds relaxed and upbeat as you can, even if you're just talking about your journey.

2 Don't over-deliver

Most candidates say too much. Interviewers are not that interested, and will usually accept a short, positive answer and move on.

3 Don't act like a stranger

Leave your coat, umbrella and bag in reception. Just take in a slim folder into the interview room containing the documents you need, and you will look like an employee rather than a visitor.

4 Don't try to wing difficult questions

Don't duck predictable questions about your know-how and skill level – think carefully about good examples. Equally predictable questions cover things like strengths (talk about qualities that match the job) and weaknesses (talk about skills you are improving, and make it clear that you're a fast learner).

John Lees has written a wide range of careers books. His 2013 titles are Just The Job!, his first systematic guide to job searching, and Knockout CV, a comprehensive guide to writing a winning CV.

Focus on ... Job Searching

Have a search strategy!

If you are serious about obtaining a part-time job, use a range of methods to connect with potential employers.

Organisation websites:

Many firms advertise vacancies online, and have a portal where you can apply from the website. For example, Dominos Pizza, McDonalds, Coles, Woolworths, Target, Red Rooster, Pizza Hut, K Mart, Aldi, Just Jeans, Hungry Jacks, City Beach.

Important tip – research the business before applying, and make sure you give exactly the information the firm is asking for.

Career websites:

There are websites which employers use to list job vacancies. For example www.seek.com.au, www.careerone.com.au, www.spotjobs.com.au You can use the websites to search for the type of job you are looking for.

Important tip – keep an eye on the websites, as sometimes jobs are filled within hours of being listed by employers!

Cold Calling:

Many employers, especially small business firms in your local area, don't advertise online, and prefer a personal touch. You can drop a letter and resume in to the firm, and ask to be considered for any vacancies which may come up.

Important tip – make sure you are well-presented when you drop in your resume and letter. A neat and tidy school uniform is fine, if you are dropping off after school.

Friend of a friend of a friend:

Often, we find out about jobs through people we know – friends or acquaintances of relatives, neighbours, parents' work colleagues - quietly let people know you are seeking work, and be open to opportunities.

Do your homework

Regardless of whether you are applying online, cold calling or making an enquiry about a job advertised in a shop window, always **take time to find out about the firm** first. The firm's website (and, perhaps a visit to the firm) can tell you:

- The product or service provided by the firm – and what makes it different to products at other places
- The name of the owner or manager to address your letter to
- The mission of the firm, its objectives
- Anything else that stands out – for example, environmental policies, training programs for staff

Your letter of application should reflect that you have done this research.



Develop a targeted resume and letter

When you are applying for a position online, you will usually be asked to upload a resume, and perhaps a cover letter.

You can use the **custom resume generator** in the Secure Student Area of our school Careers website to develop resumes which give a clear statement of your personal information, school highlights, interests, skills & experience, qualifications, work experience and volunteering etc.

It is important that you develop different resumes for the different jobs you apply for. A winning resume is one that is **targeted** to the position you are applying for, and to the firm you are applying to. For example, if you are applying for a position in a sports store, you might stress your capacity to work well with others, to do team sports, and to have interests that include physical activity.

A **cover letter** is very important. Always upload/attach a well-written letter introducing yourself if you applying for a job online, or dropping a resume in to a potential employer. A cover letter will include:

- Your name and contact details
- Date
- Name and address of the person you have been directed to send the application to (and if none is given, look up the name of the manager or owner)
- Greeting – Dear Ms or Mr XXX
- First paragraph – state the position you are applying for and your most outstanding strength
- Expansion paragraph – include specific examples of how you meet the requirements of the position – target the firm website and the advertisement
- Final paragraph – indicate your availability generally, thank the reader for considering your application and indicate you are available to expand upon the points in an interview.

Important tip – absolutely no errors of spelling, grammar or punctuation in the resume or letter

Your name is your brand!

Potential employers will look you up on-line. **Be aware of the image you are projecting of yourself** in your online social media. Inappropriate images, comments where you put down others you know (or even worse, work colleagues or bosses!) can affect your job chances ...

Careers Advisory Service

Careers Advisory Service for HSC Students 2017-2018

The NSW Department of Education offers a free **Careers Advisory Service** that provides students and their families or caregivers with up to date, impartial information about the range of relevant career and study options available following the release of the Higher School Certificate results.

The **Careers Advisory Service** complements the services provided by NESA, the Universities Admissions Centre, TAFE NSW, universities and other providers.

The **Careers Advisory Service** offers three facilities:

- **Phone** - available on 18-20 December 2017.
Phone: 1300 300 687.
- **E-mail service** - this service also operates on 18-20 December 2017. Access is through the website:
www.careersadvisoryservice.com
- **'Explore Options'** contains a large number of resources for school leavers. Access is through
www.careersadvisoryservice.com



Tradie start is a network for tradesman, builders and apprentices in Australia.

*For **apprentices**, tradie start is a way to start your career as a tradie.*

*For **tradesmen**, tradie start is a way to find a suitable apprentice and seek future work from builders.*

*For **builders**, tradie start is a way to communicate and find new tradesmen.*

*For **labourers**, tradie start is a way to post your expertise or search for job opportunities.*

Browse Tradie Start to find out more!

Summer holiday activities – some suggestions!

Get a part time job

Lots of people are looking for employment at this time of year – either a part time job for the summer school holidays, or full time employment as a school leaver or gap year student, or even as a graduate!

Depending on where you live might influence the availability of positions, but the retail and hospitality industries tend to be busy over the Christmas and summer period especially! So... to find a job:

- # Update your resume – see your school careers website where you will find a template to do this under the ‘student secure area’
- # Cold canvass potential employers – introduce yourself to prospective employers who might need extra help over the busy holiday period – be sure to leave your resume and contact details!
- # Respond to advertisements in the local paper or websites
- # Apply on line to the ‘chains’ – some ideas and links below:

www.mcdonalds.com.au/learn/careers

www.bunningscareers.com.au/opportunities

www.wowcareers.com.au

www.colescareers.com.au

www.kfcjobs.com.au/team/apply.aspx

<http://careers.superretailgroup.com.au/brands/supercheap-auto>

www.kmart.com.au/jobs

www.myer.com.au/p/about-myer/careers

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Go Volunteering!

There are lots of opportunities to be a volunteer in your local community, such as Rural Fire Service, St John Ambulance, Surf Lifesaving Society and surf clubs, WIRES, Meals on Wheels, Red Cross, Salvation Army, St. Vincent de Paul shops.....

Why being a VOLUNTEER in the COMMUNITY is important:

- * increases self-confidence.
- * makes you happy!
- * is great for career and job prospects
- * helps you demonstrate compassion and commitment.

For further information:

Do a google search ‘volunteering in Australia’. The following links might get you started with some ideas and contacts:

<https://govolunteer.com.au>

www.australianvolunteers.com

www.volunteeringaustralia.org

www.redcross.org.au/volunteering.aspx

www.conservationvolunteers.com.au

www.salvationarmy.org.au/get-involved/Volunteer