

# Getting Prepared

# Lifestyle Change

Getting ready to work is about motivation. You've got to see the benefit in what you're doing.

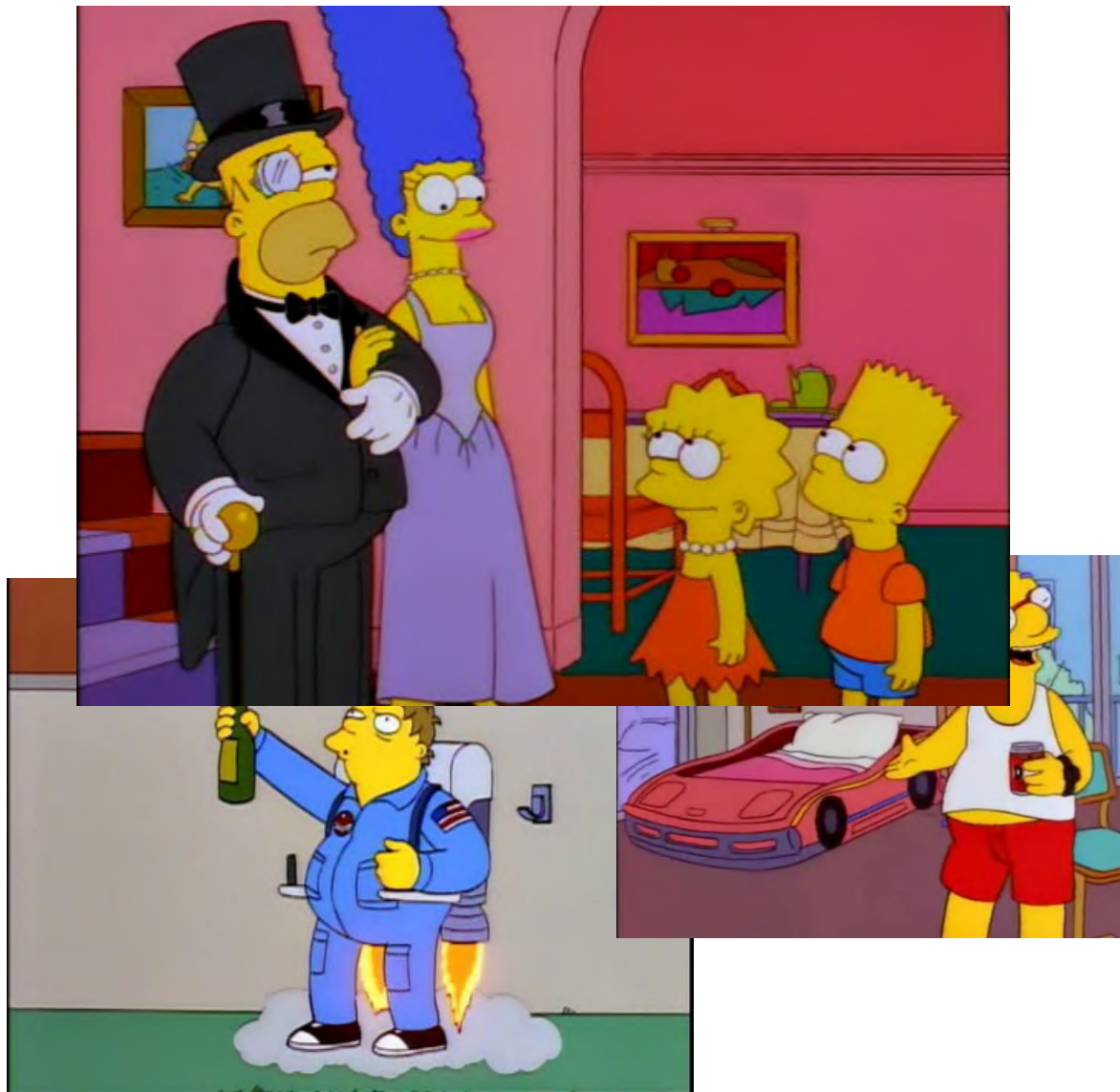
We can't tell you what those motivations are.

That's for you. Instead we ask you to remember this principle.

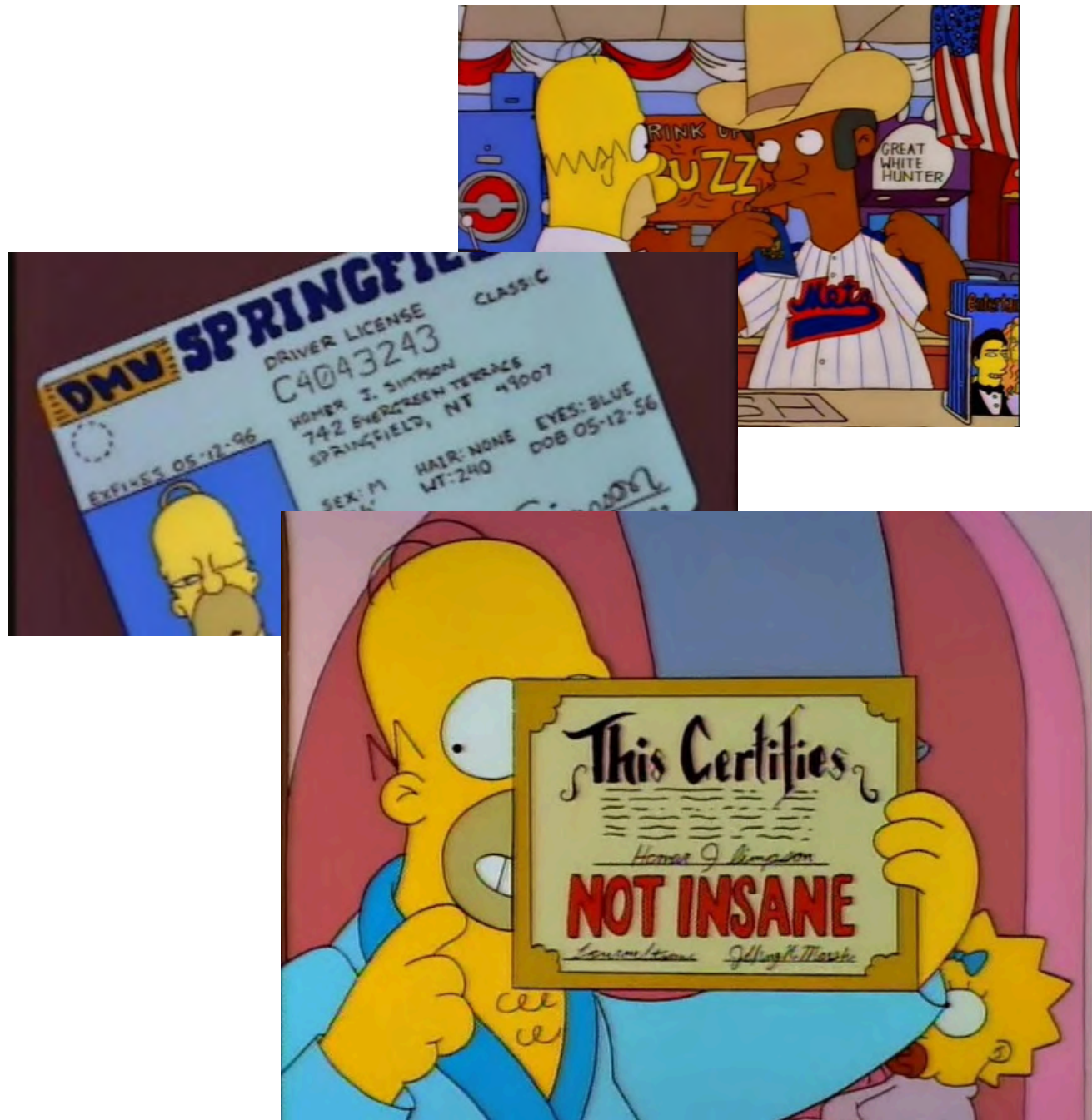
Priorities + Professionalism = Paid

You'll need value all 3 principles to be successful not only in your job search, but also in your career.

To start, make sure you have a Bank account and a Tax File Number.



# Documents



There are certain documents that each job will require. There are generally 3 categories

- Work Rights/Checks e.g. visa or police check
- Licences - e.g. driver's licence, forklift
- Certificates e.g. first aid, Advanced MYOB.

It's important to understand is a mandatory document, and what is preferred before commencing or updating a course. Speak to employers about what their business needs.



# PPE



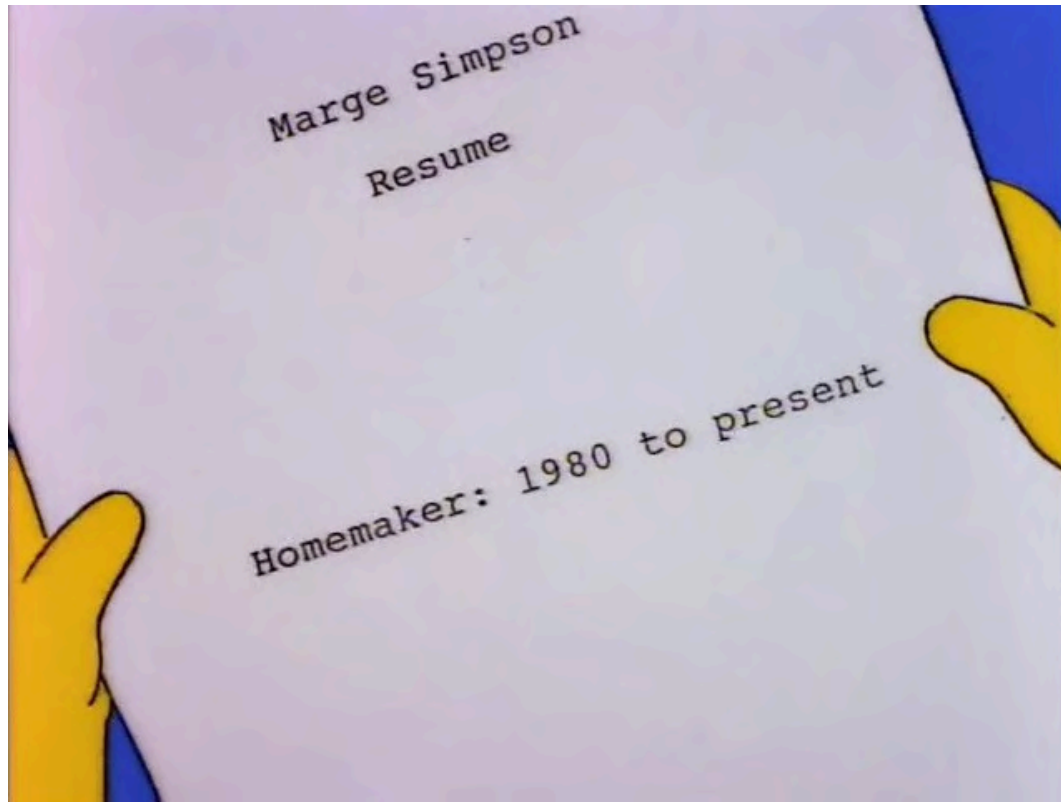
In addition to documentation, some roles may require you to have other equipment necessary to do the job. This will often be the case if you are working as a contractor.

This can range from

- Tools of the trade - power drills, laptops, mobile
- PPE - havis, steel caps, uniforms, office wear
- Vehicle - transportation, delivery or remote work location

The need for your own equipment should be reflected in the pay.

# Skills



Understanding your skill set is separate from your experience. Just because you were in a specific role, doesn't mean you performed universal duties.

When considering your skill set, look into

- Hard skills - skills that match directly to the job description
- Transferrable skills - similar skills that were utilised in a different environment.
- Soft skills - personable skills that will help you perform the job better
- X Factor - Skills that set you apart, that can add value outside of the set job duties.

# CV's



- Start with a master CV, with absolutely everything you've done. Keep adding skills and job duties as you learn them.
- Modify your CV for every job application. This will now just mean deleting. Delete until you have a suitable CV length, highlighting the right experience for each application.
- Make sure you do not waste space with redundant information not relevant to the position. Overqualification may not be beneficial.

If you're having trouble getting started, consider using ChatGPT or an online template.

# Cover letters



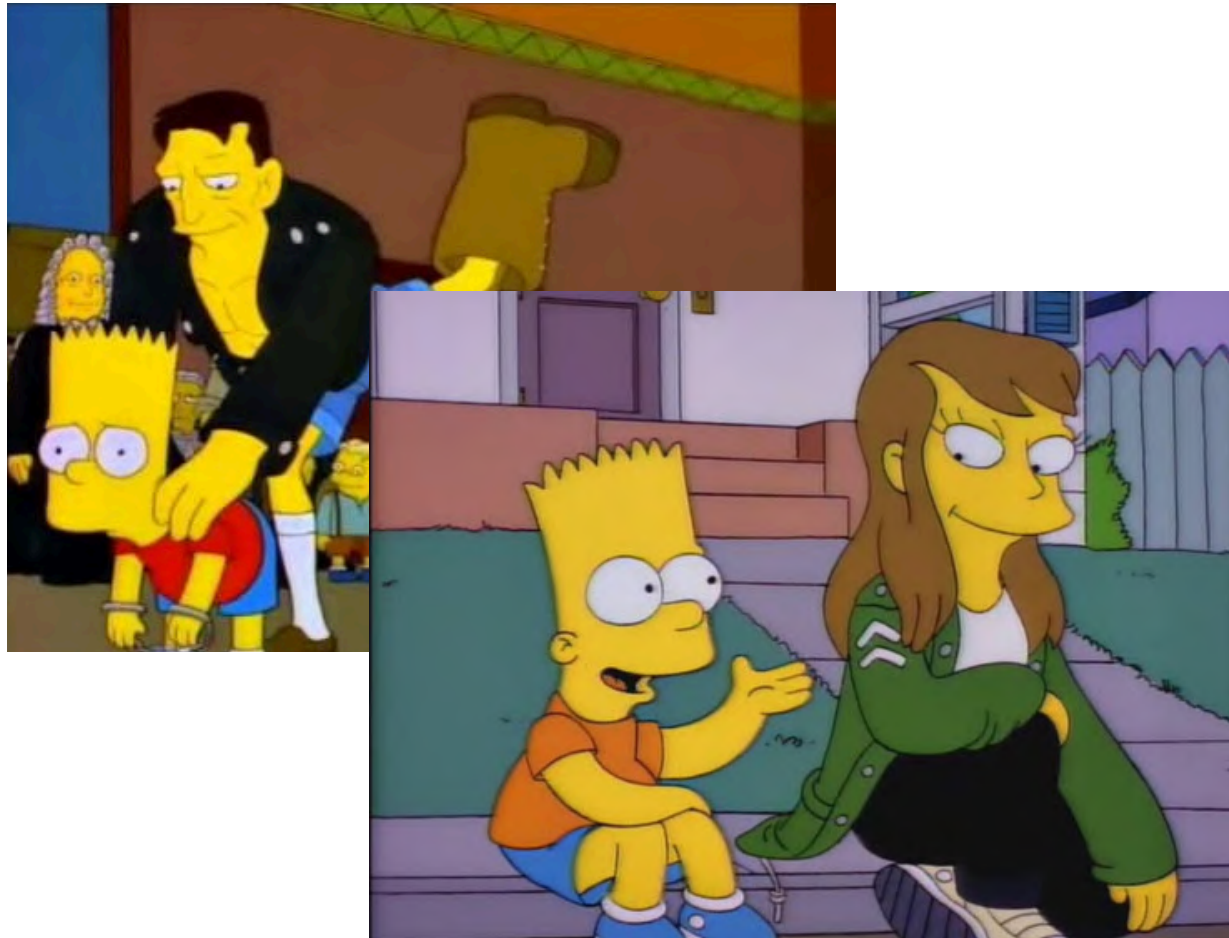
Once again, you should be using tools to get you started.

- Introduction - who you are, what you're looking for - a 30 second spiel.
- Answer Selection criteria - dot point and use specific examples
- Provide Value - showcase what value you can bring to the employer
- Goal Alignment - why this company

Try not to make it too long. Give enough information to spark a conversation. Refer back to your CV to prevent redundant padding.



# Interview Preparation



Similar to CV's and cover letters, there are an abundance of tools both online and within community services who can help with this. Here are some pointers:

- Whose interviewing me? They're a person and it's a 1 to 1 interaction
- What do they value most? Qualifications, Experience, or Attitude. Shine where appropriate
- Is this a bulk hire or a specialist role - To blend or to shine?
- Know your STAR responses.
- The interview starts on the phone.



# A job in itself



Job Hunting is a job in itself. You keep going until you get there. Interview preparation, handling rejection, demotivation. It could take weeks, months, years to get to where you want to. If it's the right job, the journey will be worth it.

The fact of the matter is, it's probably going to happen a couple of time in your life. Job hunting is a skill. You only need to learn it once.



DO IT FOR  
HER

