

Job Search Tools

A Skills & Jobs Centre Presentation

Learn about your suite of job search tools including why a resume is important, what information needs to be included and how to put together key selection criteria.

What will we cover

- What are your job search tools?
- Compiling a resume
- Writing a cover letter
- Addressing key selection criteria
- Building an online profile
- Where to look for employment opportunities
- How to access support

Job Search Tools

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Your job search tools encompass all of the resources you need to apply for employment opportunities including:

- Resume
- Cover Letter
- Key Selection Criteria
- Interview Skills

Your tools should put ***YOUR*** best foot forward.

Job Search Tool Tips

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- Always tailor each and every application to the individual job you are applying for
- Never re-use the same cover letter
- Build a solid foundation and go from there
- You may have multiple resumes- that's okay!
- There is no right or wrong formula to putting together a resume
- Quality over quantity

Resume key facts

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The key function of a resume is to secure you an interview. You should only include relevant information ideally no more than 10 years old.

Did you know you have:

- Less than 10 seconds to capture the readers attention
- Approximately 30 seconds to capture interest

What to include?

- Contact details
- Key Skills
- Experience summary covering ALL experience
- Education/Qualifications
- Career Achievements
- Referees

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Do not include:

- Age
- Nationality
- Marital Status
- Religion
- Gender
- Photo – unless requested
- Passport number
- Information about children

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Resume Format

- A resume should follow a logical format starting with the most important information first.
- The format needs to be in a standard font (Arial, Calibri etc) and the size should be no bigger than a size 12 font.
- A resume should not exceed 2 pages as this plenty of room to include all of the key information.
- If using a traditional style of resume always save as a .doc or PDF file

Melinda Davis

0412 345 678

melindadavis@gmail.com

www.linkedin.com/in/melinda-davis-profile

Key Skills:

- Proficient in all aspects of end to end accounts payable/receivable
- Ability to comply to all legislative requirements regarding accounting/bookkeeping
- Experienced in delivering payroll services to a large corporation
- Competent completing financial reports and reconciliations
- Strong customer service and communication skills
- High level people management skills

Software-

- High-volume data entry – alpha (60 WPM) and numeric (10,000 KSPH)
- Microsoft 365 (2019) – Word, Excel, Outlook, Publisher & PowerPoint
- Sage ACCPAC ERP (now Sage 300 ERP) and WageEasy HR Payroll
- Xero Cloud Accounting Software (version 3.0)
- MYOB AccountRight Plus, Essentials and Payroll
- RMS Property Management Software (PMS)

Experience Summary:**Treasurer- Waverley Basketball Club**

current

I commenced in a volunteer role in December 2020 to support the club and give community support during a very difficult period. Waverley Basketball Club has more than 800 members and is a pillar in the local basketball community. My key responsibilities include:

- Administering the accounts of a not-for-profit community sporting club
- Receipting and banking of all incoming funds, including membership subscriptions
- Paying invoices and purchase reimbursements through CommBiz Online
- Maintaining accurate records of all income and expenses in MYOB Essentials
- Providing a Treasurer Report at all AGMs and at other times when required
- Generating financial reports, including Balance Sheet and Profit & Loss Statement
- Managing an Asset Register for office and equipment

Front Office Manager- Hotel County

2013-2020

I started at Hotel County as a Guest Services Agent and was quickly promoted in recognition of my work and proven results to Front Office Supervisor and then Front Office Manager. Hotel County is a hotel and conference/events venue in Melbourne. My role was made redundant due to the COVID-19 pandemic. My key responsibilities of the role included:

- All aspects of Financial management including accounts receivable, debtor management and reconciliations
- Responsible for the day to day management of a team of five administration staff
- Provision of high quality customer service at all times to stakeholders of the business
- Accountable for booking system including reservations, online inventories and group management
- Liaised across various departments of the business to ensure professional service was maintained at all times
- Communication management including answering customer enquiries via email, phone and online enquiries

Qualifications:

Certificate IV in Accounting & Bookkeeping FNS40217- Monarch Institute (2020)

Bachelor of Environments- The University of Melbourne (2012)

Certifications:

Advanced Certificate in MYOB- current

TalentDynamics Profile Testing- 2020

Steel Genius: Analysis, attention to detail, managing data, processes & systems

Lord- primary profile, **Accumulator & Mechanic** secondary profiles

Sentrient Coronavirus (COVID-19) online training courses- 2020

First Aid & CPR Certification (Level 2) - 2021

Professional Memberships:

Institute of Certified Bookkeepers (ICB) - current Affiliate Member

REFEREES TO BE MADE AVAILABLE UPON REQUEST

Cover Letter

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A cover letter or letter of introduction is your chance to let a prospective employer know some key information on you and what exactly you are looking for!

Some useful tips:

- Stick to one page
- Use an easy to read font such as Calibri, Ariel etc.
- Keep it professional, sometimes less is more!

Cover Letter

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A cover letter should cover the following:

1. Identify the job you are applying for and where you learnt of it
2. Say why you are suitable for the job
3. Explain why the job fits in with your plans and why it is appealing to you
4. State that you would like to be interviewed and how you can be contacted

Thursday 11th of March 2021

Dear Bron,

I am writing to formally submit my application for the casual monitoring team position at Box Hill Institute as currently being advertised on the BHI website. I am a current client of the Skills & Jobs Centre and they advised me of the role.

My background is primarily in Customer Service and Hospitality which makes me a great candidate for the role. I have completed my safe food handling certificate which means I am trained in all areas of hygiene and know how important it is particularly in the current climate.

With more than 12 years' experience in customer service I am also comfortable communicating with all business stakeholders and conduct myself in a professional and friendly manner at all times. I am aware the position is casual and am available on a Monday to Friday to roster at either the Box Hill or Nelson campuses as required.

I am happy to undertake a current police check and upgrade my volunteer working with children check. I have a current Victorian driver's license and am happy to undertake any required training.

Thank you for taking the time to consider my application, I look forward to discussing my application with you further in the near future. Please let me know if you would like additional information.

Kind regards,

Melinda Davis

Key Selection Criteria

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- Key selection criteria are the skills, attributes, knowledge and qualifications that the employer has defined as being essential for satisfying the requirements of the job.
- When applying for a job you are required to write a short statement against each criterion, which outlines how your current skills, attributes, knowledge or qualifications satisfy this criterion.

Key Selection Criteria

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1. Create a new document

Start the document with your name, the job title and position number and a heading such as *Statement of Claims against the Key Selection Criteria* or *Summary Addressing Key Selection Criteria*.

2. Read the Selection Criteria carefully

One capability may ask for 'experience in' while another may specify 'knowledge of'. Make sure that you understand and address these subtle differences.

3. Address each Selection Criteria individually

Use each of the key selection criteria as a separate heading in the document and summarise in the space below how your skills, qualifications, experience and personal attributes are relevant for that particular criteria.

Key Selection Criteria

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4. Break the Key Selection Criteria into key points

The selection criteria may be written in such a way that more than one quality is being assessed. Underline key words and determine what the employer is asking for.

5. Support your claims with evidence

Avoid blank unsubstantiated statements such as *'I have extremely well developed communication skills'*. This is your opinion; the employer needs **evidence** that it is true. It may be easier to do this if you use the **CAR** approach:

Context - Describe the situation.

Action - Explain your actions. What were your actions? What did you do?

Results - Detail the result of the actions which you took.

Online Profile

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Online profiles are another way to connect with employers!



More updates than just the latest jobs

We won't just alert you to the latest job opportunities, we'll also let you know what's happening in the market, on your profile and what you're worth.



Attract the right employers and opportunities

Only registered employers can view your profile and get in contact with opportunities that best match your skills and career ambitions.



Manage who can view your profile

Select from three privacy settings to stay in control of who can see your profile and get in touch with opportunities.

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Recent experience

I have experience

Job title

Company name

Started

Ended

Still in role

Lives in

Select a city, region or country

Preferred classification

Select classification



Sub-classification

Select sub-classification



Profile visibility

Your profile visibility setting controls if employers can approach you with job opportunities.

For all settings, your Profile including any verified credentials will be sent to the employer with your applications. [Learn more about visibility](#)

Save and continue

Do it later

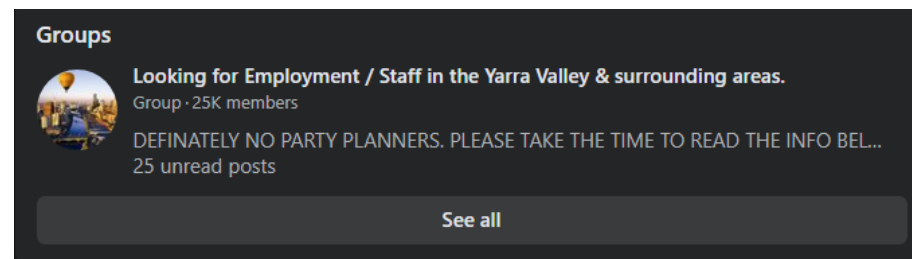
Where are the jobs?

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FACT: 40-60% of available jobs will never make it to an online advertisement!

- Online job search websites
- Company website
- Social media
- Industry Events
- Networking
- Cold calling
- Target marketing



Tips!

- Wherever possible make contact with the business/recruiter before you apply
- Always take the time to tailor your application to the position you are applying for
- Never send a resume without a cover letter
- Follow up! If you don't hear from the business, reach out to them



Online Resources

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There are lots of online resources that you can utilise to access support:



<https://www.seek.com.au/career-advice/>



<https://joboutlook.gov.au/>



<https://myfuture.edu.au/>

Free Support

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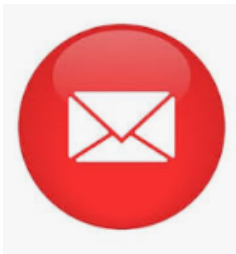


You can access the Skills & Jobs Centres at Box Hill Institute by:



8892 1350

or



sajc.lilydale@boxhill.edu.au

Please note our centres on campus are currently closed due to COVID-19.