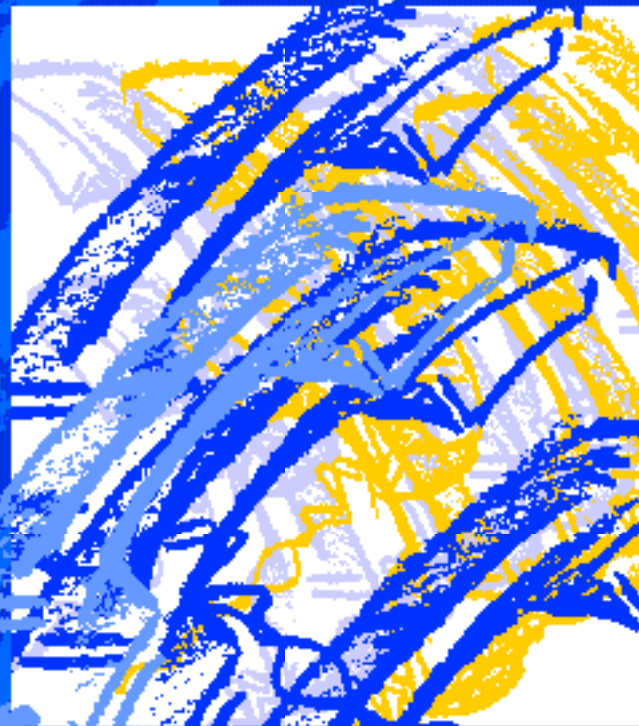




Department of Employment,  
Education, Training and  
Youth Affairs

# Going for a job?



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CAREER INFORMATION

## **HERE ARE A FEW HINTS THAT MIGHT HELP YOU IN REPLYING TO A JOB ADVERTISEMENT.**

### **TELEPHONE TO FIND OUT MORE INFORMATION**

It's a good idea to ring the person listed in the advertisement to get more information about the job. Tell the person you are really interested in the job and that you are willing to have an interview at any time. Ask the person questions about what the job involves, what sort of skills are needed and how long before you hear whether you will get an interview.

### **REMEMBER**

When you phone about a job have a good pen, paper to write on and any paperwork with you.

Always speak in a clear voice. If you cannot hear what they are saying to you, ask them to tell you again, otherwise you may miss something important about the interview time or the job.

**What you say on the phone will help them know if you will be given an interview or not, so:**

- **have everything ready;**
- **speak clearly;**
- **ask them questions to find out more about the job;**
- **be polite; and**
- **most of all, listen.**

## **WRITING TO ANSWER AN ADVERTISEMENT**

The ad may ask you to write an application. When you do, make sure you give them all the information they need and send in photocopies of any letters or certificates you may have.

**DON'T** send in the original ones as they may be lost.

Make sure you:

- get someone to help you if you need it
- write neatly and clearly, but it's better to type it if you can
- check your spelling
- put in photocopies
- address the letter clearly

Many letters are lost because the address is not clear.

There are also pamphlets called *An Easy Job Application* and *Writing an Easy Résumé* which will help you go for a job.

## **PREPARATION**

In order to get the job you want, you will have to make the best of yourself. Here are ideas that can help you in getting ready for an interview:

- phone someone who works in the firm. Ask to speak to whoever does the hiring for the firm.
- find out what the job is about, get as much information as you can about the firm and the job you are going for.
- get all your certificates and references together in a folder ready to take with you.
- wear your good clothes to the interview. It always helps if you are dressed nicely.

**If you need any extra help finding information to help you get a job, contact your local Centrelink Office (ph: 13 2490 for location details) or Rural Youth Information Service (RYIS) - your local council or Centrelink can give you details.**