

making  
our future  
work



looking for work

## looking for work

It can be scary looking for work if it's your first time.

If you know what type of job you want to do, it's a lot easier.

There are many ways to look for work, some are listed below.

## notice boards

Keep an eye out for any notice boards around town. They could have ads for jobs on them.

The notice boards can be anywhere, in shopping centres, outside factories or even in shop windows.

## newspapers

Some jobs are advertised in local, city and national newspapers. The ads should be read carefully to find out just what type of work is offered.

If you cannot get your hands on a newspaper you should try the library. They usually have copies of all the national and city newspapers. The Lands Council or a community organisation might have copies of local newspapers.

In some places you can have newspapers delivered from your local newsagent to your home.



## direct approach

You may decide to make a direct approach to employers.

This can be done by writing a letter, telephoning, or if you are nearby you can drop in and see them yourself.

Sometimes employers may keep you in mind for future work if you use the direct approach. If a job comes up, you may get it because you went to see them and it showed them that you were willing to work.

## friends

Ask your friends and family to let you know if there is a job the type you want, in your local area. Tell them if you would be willing to move away to get a job.

## Centrelink offices

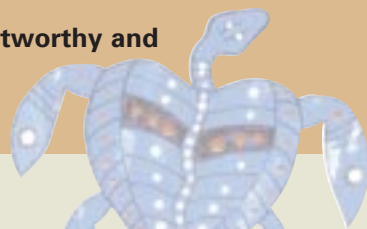
Call into your local Centrelink office regularly to look at the vacancies on the touchscreens. The touchscreens are updated as the vacancies are received.

## references

If you have never worked, you can get a letter from someone in the community who knows you and who you trust.

Make sure that the person writing the letter tells the positive things about you such as:

- **how long they have known you,**
- **how you have helped in the community,**
- **what kind of person you are,**
- **your honesty and that you are trustworthy and**
- **what kind of worker you are and**
- **what you like to do.**



## preparation

In order to get the job you want, you will need to be well prepared. Here are some 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 clean, neat clothes to the interview. It always helps if you are dressed well.

## résumé

There is a pamphlet called *'Writing an easy résumé'*. Look at it to see how to write a résumé.

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) – Centrelink or your local council can give you details.

Most Centrelink centres have Indigenous Services Officers. Why not drop in and have a talk to one, or call 13 1021 to make an appointment.



*COVER ART by Canberra-based Aboriginal artist, John (Johnno) Johnson. This picture depicts a search for food. This was a traditional style of work which helped the community.*