MODULE 3: FOUNDATIONAL WORK SKILLS

Job Applications

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ARISE EMPLOYMENT READY PROGRAM

Introduction to the process

The job application process may be both perplexing and irritating when you're in the thick of it. In a job application, résumé, or cover letter, what should you include? How many interviews should you expect, and how many interviewers will be present at each? Finally, how can you recognise when you're getting close to the finishing of the process and a job offer?

When you understand how the job application process works, it's simpler to deal with the waiting - and possibly worry. While each firm operates in its own way, the majority of employers follow some form of the norm.

Guide before applying

There are a few steps you need to ensure you complete:
1. Get your resume ready - The way your resume is put together and polished is very important when you send it to a job. Check to see if your resume is a good match for the job you want to get. Every time you apply for a job, make your resume different.
2. Write a cover letter (job application letter)- you write about why your skills and experiences are a good match for a job. In some cases, this may be part of the process of applying for a new job. There are times when it isn't necessary to write a cover letter, but it's the best way to make your case for an interview. In the same way, make sure your cover letter is specific to the specific job ad.

Job Application Letter

Make sure you do some research before you start writing your cover letter for a job. Consider how much information you want to put in (keeping in mind that space is limited). Remember that this letter is making a case for why you should be chosen for the job. But you can do better than just re-reading your resume. Instead, highlight your most important skills, experiences, and abilities that are relevant to the job.

Tips for writing an effective letter:
- Always write one
- Use business letter format
- Sell yourself
- Use keywords
- Keep it brief
- Proofread and edit

How to apply for jobs online

When you're looking for a new job, many of your applications will be done online, either on an employer's website or through a job board. Make sure you have everything you need to fill out an online job application before you start looking for a new job! It takes a lot of work to get all the information you need to apply. As long as you have all of the information employers want, it will be easier to get your job applications in and get them out there.

What you need to apply

- Internet access and an email address
- an up to date resume (CV)
- a cover letter
- your employment history
- your availability to work (full time, casual, part-time)
- your employment references

Get your CV ready

- Make sure that your resume has your current contact information and work history on it.
- When you apply for jobs, have a basic cover letter ready to go. You can change it to fit each job.

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How to apply for jobs online cont.

Know your employment history
- You should have the details of your work history ready.
- Online applications usually ask for the same information as paper applications, like your name, contact information, education, and work history, like job titles, start and end dates, and pay for each job.

Create accounts on job sites
- Job application sites in Australia include: SEEK, IndeedAU, Gumtree, EthicalJobs
- Create an account on at least one of the major job boards
- Create a profile on LinkedIn
- Make sure your email address is up to date so that your account can be verified. It could be your email address or the name you choose. You'll be able to pick a password for your account when you sign up for the service.

Use job search keywords
- Use job keywords when you search for jobs on the internet. This will help you find jobs in the fields and industries you want to work in.
- Job sites usually have predefined search options that you can use to find jobs. But keywords can be more effective because they search all of the information in the job listings (job description, job title, contact information, and more) for the keywords you use.

Other important tips

Job Application Instructions

- Make sure you follow all the instructions when applying for jobs on the web. Applying for a job online may require you to fill out a profile or send in your resume and cover letter. You may also have to take an employment test as part of the process.
- To apply for any job, it's important to read the company's application instructions, send in everything that's asked for, and carefully proofread your application before you hit the "Submit" button.

Email Job Applications

- In addition to applying for jobs directly online, you may also need to apply via email.
- Some employers (smaller companies) do not have systems in place to handle online job applications, so its best to email them directly - ensure you include your CV, and write your cover letter in the email body

Employment Tests

- Also, you might be asked to take a job test. A talent assessment is a type of test that looks at your skills or even your personality to see if you are a good fit for a job and a company. A lot of the time, you find out right away whether you passed the test or not. The rest of them take a lot longer than me.

Job application follow up

- If you know people at the company, they might be able to help you get your job application seen by the hiring manager.
- After you send your application, check LinkedIn to see if there are any people at the company you know. You can ask for a referral or introduction from someone you know if the person who can help you with the job is named in the job ad.