

The Top 8 Job Search Strategies

More than 70% of jobs are never advertised, and even if they are, they are more likely to be given to someone the interviewer already knows, or who has been recommended to them. Select 3 or 4 of the methods listed below and use them regularly to maximise your chances of success.

The 'Top 8' Job Search Methods

1. Responding to online job advertisements: e.g. www.seek.com.au. Regularly check WAI's online jobs noticeboard CareerHub (<http://careers.angliss.edu.au>) as well as organisation and industry websites. Restricting your search to a particular job title means you might miss out on seeing suitable jobs. Do plenty of research to find out how jobs are described in your field and what job titles are used.
2. Looking at shop, café, restaurant and hotel windows for 'Help Needed' signs. The sign might direct you to the manager or supervisor, or provide you with a phone number.
3. Cold canvassing direct to employers: This involves identifying places you would like to work for and 'walking in' (e.g. shops) or contacting them by email or posting an introductory letter. *See **Cold and Warm Canvassing**.*
4. Warm canvassing direct to employers: Similar to cold canvassing, this involves approaching a business or individual after receiving information or a referral through someone else. *See **Cold and Warm Canvassing**.*
5. Recruitment agencies: These may be general recruiters or ones that specialise in jobs in your industry. You can usually call or drop in to these.
6. Social media: LinkedIn is the best, however, using facebook and twitter is becoming a successful job search tool. Make sure there is no potentially damaging information on these, or they will work against you rather than for you.
7. Professional networks: These include people you have worked with or for, and people in the industry who you haven't met yet. Teachers or even fellow students might be able to provide introductions, or you can join professional associations, groups and clubs. *See **Using LinkedIn for job searching**.*
8. Non-professional networks: These include friends, family members, relatives, and anyone who is not directly associated with your industry, but who might have ways to help or they may know someone in the industry.

TIP: *When you are job searching, you should always have your resume handy, as well as a portfolio of evidence available if anyone asks for it. This includes your academic transcripts, work samples. You can present your portfolio as paper copies, website, DVD or CD, depending on the kind of information you are presenting (a chef might present finished dishes as a series of photos while a tour guide might have a video showing tours).*

To review these strategies

Contact us by

- > dropping into Building C, Level 1
- > emailing careers@angliss.edu.au or
- > phoning (03) 9606 2137

Information also available on <http://careers.angliss.edu.au>

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