

How to impress employers and get a job



Australian Government



jobactive

Top 5 tips



1

Have a positive attitude and display a willingness to work



2

Do your research. Show your potential new boss you know the important details about the job and the company.



3

Customise your resume and cover letter to the job you are applying for.



4

Set up job alerts on a career website like jobactive.gov.au to be the first one to find out about new jobs.



5

Clean up your social media profiles. Are you tagged in lit party pics? Are you a troll? Google your name, you might be shocked at what you find.

Presentation matters

A job interview is not the place to show how fashion-forward you are. **Business dress is best.**



Minimise visibility of tattoos and piercings; cover them up, take them out or replace with clear hardware.



Brush your hair - and your teeth!



Dress for the part; wear the smartest gear you own that you'd wear on the job. But keep in mind crumpled clothes, thongs and bare midriffs are ALWAYS a big no-no.

The early bird gets the worm and the job!



Demonstrate you are dependable and punctual to get your application to the top of the list.

Every career has a beginning. Find yours at jobactive.gov.au