

# Getting started...a few things to consider

Even if you have a clear idea about your career goals, you will still need to consider your approach to seeking work. It is easier than you may think!



*No matter what industry or occupation you are targeting, there are common skills, attitudes and methods that will help you when it comes to applying for a job and convincing a prospective employer you are the right person. The clearer you are about what you want and what you have to offer, the easier it will be to succeed in achieving your goals.*



## Recognise your skills and abilities

Use these to your advantage when searching for work by having the confidence in knowing what you are skilled in. These skills may include formal training and work experiences, however you will also need to consider life skills, not just those learnt at school or in the workplace. These skills can often be transferred from one part of your life to another and from one workplace to another. More often than not, your skills and abilities will be the **things you enjoy and are also good at.**

## Be open to new possibilities

The kinds of jobs people do, and even how they do them, are changing all the time as the world of work changes around us. There may be some new and exciting forms of work you could consider. You may be able to transfer your skills and abilities into a whole new area you never worked in before. It can be exciting! Talk to a wide variety of people you know who enjoy what they do and find out how they got to where they are now. **People are your greatest resource.**

## The importance of research

Don't know? Find out! There is a vast array of information about career options and choices available on the internet. There are also many employers who have websites outlining information about their company and services. Before you apply for a job or go to an interview, **always try to find out as much as you can about your potential employer and the position on offer.**

## Always have your goal in sight

You may need to start at the very beginning and apply for work that is lower paid than you would like or perhaps apply for an entry level position in your preferred industry. You may need to complete some form of training or re-training. It is important to start somewhere. **As long as you are working toward your career goal, you will get there.**

## Be organised and prepared

Ensure you have an updated resume. Most employers these days will not hire you unless you have some information to give them about your employment and educational history. So, get your paperwork in order (including any certificates that may be important to take to interviews). Keep this information tidy and updated and **have a plan for how you are going to approach employers.**

## Be determined and positive

Developing your own personal initiative and drive is important. Try to look at things from the employer's point of view. **Being informed, prepared and confident about what you want are usually seen as attractive qualities to an employer.**

## Remember: being prepared gives you confidence

It is going to be up to you to convince the potential employer you are the best person for the job. The way your resume and job applications are written, the way you approach people, the way you dress, talk, present yourself, the way you think – all these things will impact on your chances of getting the job you want.



*“It is important to think positive, be positive and stay positive.”*