

Student Job Search Guide

Prepared by Careers Counsellors

Real skills.

Real experience.

Real outcomes.

the
Gordon

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Careers Counsellors

Services we provide

Not sure..... what to do? Where your course is leading to?
Where to start looking for a job? We can help!

Come
and
see us!

Careers (current and future students)

- Careers counselling and advice
- Course advice and application assistance
- TAFE and University pathways
- Pre-apprenticeship and apprenticeship course pathways.

Employment (current students)

- Assistance with job applications, resumes , interviews and information on employment
- Resume service via email or by appointment.

Appointments available via ZOOM, phone and on campus (in A1.20 East Campus)

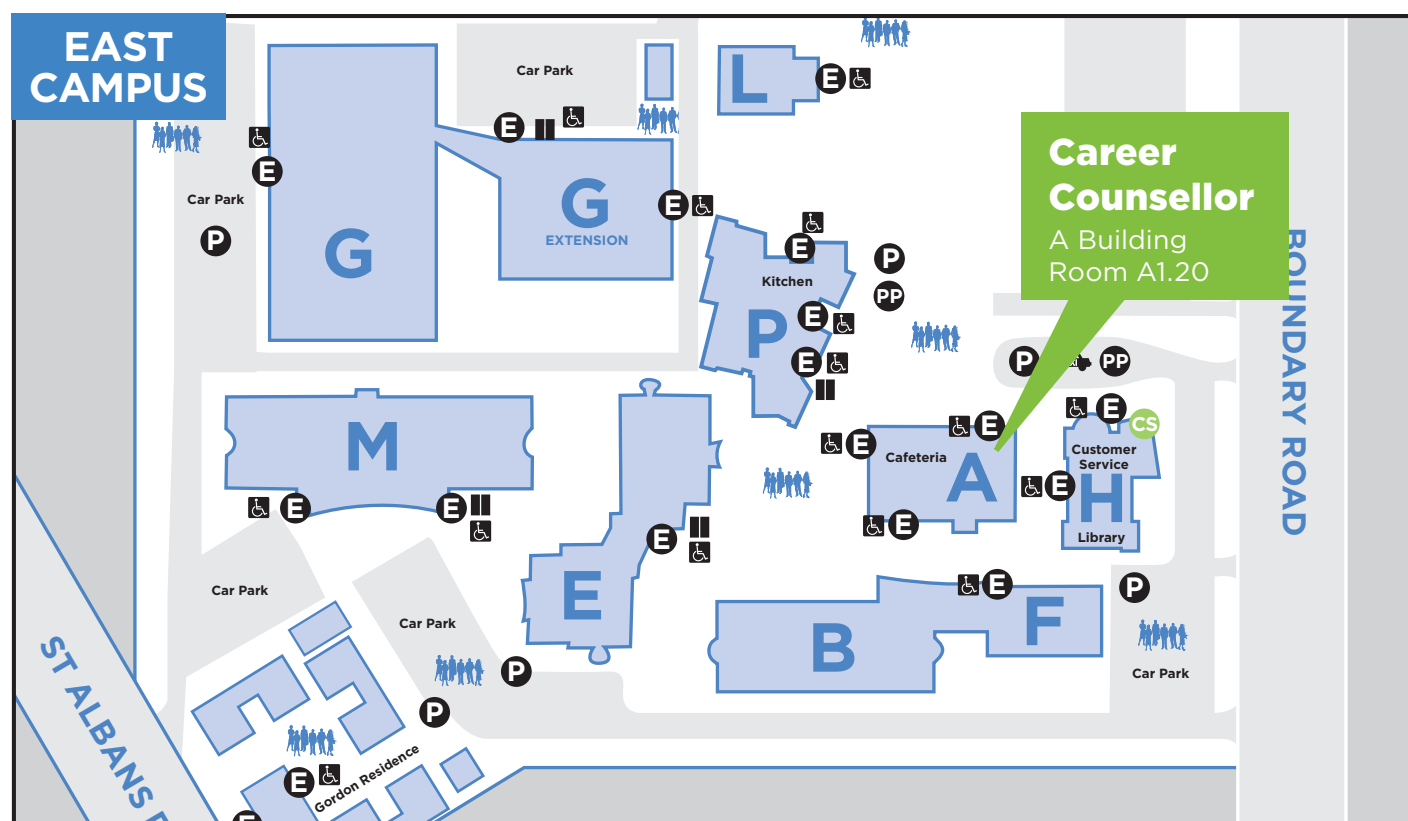
Email enquiries welcome!

For more information:

Call: 5246 6218

Email: careerscounselling@gordontafe.edu.au

Website: thegordon.com.au/futurestudents



Job search tips

Apply for a job

People usually apply for a job through a written application.

- Job applications need to be of a high standard to ensure the best possible chance of being selected for interview or testing.
- Job applications usually include a cover letter and a copy of your resume (also known as a Curriculum Vitae or CV). Applications should be tailored to specific jobs and demonstrate relevant skills, qualifications and/or experience.
- Before applying you need to understand what the advertisement is asking for and the attributes the company or employer wants in its staff.
- Applications can be sent by email, mail or submitted online. If a preference is not stated you should check with the employer or recruiter to see how they want to receive your application.

Sell yourself

Your resume is your marketing tool

Ask yourself these questions –

- What sort of work am I looking for?
- Where will I send it?
- Who will be reading it?
- Ensure your resume reflects this and tailor it to the job you are applying for.

Mix it up!

If a piece of information is important, make sure people see it at the start of your resume.

You will obviously need to cover the basics, eg:

- Personal details and contact information
- Education and training
- Work experience / employment history
- Referees
- Don't be afraid to add extra headings and expand on certain things that will highlight a specific skill or competency
- Is the most relevant information your current studies and perhaps work experience? If so, then highlight this.
- You can choose to list your referees on your resume. If you choose not to do this – then add: Referees available upon request and provide a list at your interview.
- Referees can be your employer, work placement supervisor, or TAFE teacher. Ask if it is okay with your referees prior to including on your resume and always let them know if you have just had an interview so that they can be prepared.



Sample of resume - 1

BRENDAN STEWART

3 Smith Street,
Geelong Vic 3220

M: 0420 111 111

brendanstewart3@gmail.com

PROFESSIONAL STATEMENT

Recently registered enrolled nurse with medication endorsement seeking to make a positive contribution in an acute setting. Achieved excellent results and feedback during nursing placements. Experience in work health and safety and emergency services and ability to work with teams in highly pressured situations.

TERTIARY TRAINING

2020 -2021

Diploma of Nursing The Gordon TAFE

Achieved excellent results with high distinctions in:

- ^ I.V Medication and Administration
- ^ Client Assessment
- ^ Palliative Care
- ^ Nursing care for clients with chronic health problems

2015

Certificate IV in Occupational Health & Safety The Gordon TAFE

NURSING CLINICAL PLACEMENTS

2021 (Jun)

Geelong Private Hospital – Medical Ward

- ^ Administration of intravenous, oral and subcutaneous medications
 - ^ Complex wound dressings, admissions, discharges, documentation in pathways and progress notes
- “Brendan has adapted to work with all buddies in a respectful way. His confidence has soared as he has learnt the medical ward routine”
– extract from student progress reports

2021 (Mar)

University Hospital, Geelong – Heath Wing 6

- ^ Venepuncture, catheter removal, drain tube removal, surgical wound dressings, handover
 - ^ Administration of intravenous, oral and subcutaneous medications
- “I have seen a huge improvement in Brendan’s ability to plan his day and work independently” – extract from student progress reports

Sample of resume - 1 (continued)

EMPLOYMENT HISTORY

**2015 (Jan) – current Personal Care Assistant
Geelong Aged Care**

- ^ Assist residents with ADL's
- ^ Report and document changes to resident's medical condition, behaviour and well being
- ^ Assist in the development and review of care plans
- ^ Provide a clean, comfortable and safe environment
- ^ Palliative care
- ^ Working various shifts and enhancing my time management and nursing care skills

**2001 – 2014 Team Leader
Ford Motor Company, Geelong**

- ^ Started as a press operator and progressed to team leader. Developed team leadership and reporting skills
- ^ Actively contributed to work health and safety as member of the OHS team and undertook further studies

OTHER INFORMATION

2008 - current Crew member, SES

- ^ Responding to local emergencies and assisting other emergency services
- ^ This experience confirmed my desire to be a nurse

REFEREES Available upon request

Blank resume

Personal details

Name:

Address:

Date of Birth (optional):

Driver's licence:

Email:

Phone:

Personal profile

What is your intention, what sort of work are you looking for? Avoid general statements such as 'seeking full time work'.

Employability characteristics

Eg. reliable, hard-working, trustworthy, good communication skills. Give examples of how you demonstrate these qualities.

Education and training

List courses completed and don't forget to include your current studies

Year

Name of course

Name of training institution

Year

Name of course

Name of training institution

Year

Name of course

Name of training institution

Employment history

Position title:

Employer:

Duration

Duties:

Achievements:

Position title:

Employer:

Duration

Duties:

Achievements:

Position title:

Employer:

Duration

Duties:

Achievements:

Position title:

Employer:

Duration

Duties:

Achievements:

Hobbies & interests (optional)

Referees

It is completely acceptable to have 'available upon request' here and then provide a list of names at the interview

Name of person

Their position

Company employed by

Telephone

Name of person

Their position

Company employed by

Telephone

Name of person

Their position

Company employed by

Telephone

NOTE:

Do not limit yourself to these categories – This is YOUR resume

Feel free to add any further information that will help to market yourself.

Other categories could include: Voluntary activities, extra curricular activities, clinical placements, professional memberships etc.

Sample of application letter

Address

Phone

Email

Date

Mr. T. Gaylor
Learning and Development Coordinator
Melbourne Pathology
101 Collins St, Melbourne, VIC, 3000

Re: Pathology Collector Casual Pool positions

Dear Travis,

As a newly qualified Certificate III Pathology graduate from the Gordon, Geelong, please accept my application to join the casual Pathology Collector pool with Melbourne Pathology.

For the past year, I have been volunteering as an Activities Assistant at ABC Aged Care. This role, as well as my student pathology placement, has developed my communication skills, especially with vulnerable patients. My placement at Melbourne Pathology has reinforced the knowledge and skills gained during my course and confirmed my desire to work in the health sector. I am sure my referees will confirm that I have a great work ethic.

My resume outlines the customer service roles I have had in retail and hospitality, as well as community involvements. I am accustomed to working various shifts and can work at short notice. I have an unrestricted licence, a reliable car and am prepared to travel distances between collection centres.

I am committed to working with Melbourne Pathology and would be proud to work for an organization with such high standards of care.

Thank you very much for your time and consideration.

Yours sincerely,

Name

Key selection criteria

- Download the Position Description
- Scan the Key Selection Criteria (KSC) section
- List the KSC and under each heading you need to provide examples of how you have demonstrated this competency. You can use examples from work, study and volunteering.

The STAR Method: Situation Task Action Results

Generally Selection Criteria will ask you to demonstrate examples of your experience.

One way to address the criteria is by using the **STAR Method**

S ituation	What was the situation? This is a brief outline of the situation faced and your role.
T ask	What were the main issues involved with the situation? What needed to be done?
A ction	What were the steps you took to complete the task?
R esult	What was the outcome? How did it change things at work?

Source: <http://www.myselectioncriteria.com.au/34/the-star-method/>

Employers may list two types of selection criteria:

- Essential criteria – what attributes, qualifications and experience are needed to perform the role
- Desirable criteria – skills, experience and qualifications that are valuable but not essential

Sample responses

Certificate III in Business Administration and/or demonstrated competence through experience.

I am currently studying the Certificate III in Business Administration and have had 12 years of experience in customer service related positions. I can confidently work with minimal supervision in a fast paced and complex office environment. I have worked in large and small organisations and can provide you with the names of my previous employers that can verify my experience and my passion for working in the front line of customer service.

Demonstrated high level accuracy and experience in using the keyboard, word processing, data entry, and internet based applications and databases.

In my role as the Manager of The Pickled Cucumber, I was solely responsible for all aspects of the cafe including the management and rostering of staff, handling bookings and dealing with customers. This meant that I produced high quality promotional materials for the cafe ie. 'Specials' flyers, menus. I was responsible for updating the website and also initiated the creation of an excel spreadsheet to assist in the staff rostering process.

Demonstrated commitment to, and understanding of, the principles of exceptional customer service, experience in customer service “front line” and telephone operations.

My experience in customer service commenced at Rex Gorell Ford immediately after I completed Year 12. This position required me to be an all-rounder and I was exposed to all facets of the business including new car sales, the service and spare parts departments. This experience provided me with a solid foundation for the upcoming roles that I undertook which all involved dealing with the general public.

Since this time I have worked in large and small business in both hospitality and service industries. Regardless of what industry I have worked in, the fundamentals of customer service are always the same. Be approachable, great eye contact, show that you are listening, keep customer informed about what you are doing and follow up with the customer are all important roles when dealing with the general public.

Useful internet sites

For Geelong careers info

Geelong Careers for latest jobs, trending industries and events
www.geelongcareers.org.au
www.geelongaustralia.com.au/services/business

For Geelong based recruitment agencies

www.people@work.com.au
www.programmed.com.au
www.adecco.com.au
www.hays.com.au

For Online recruitment websites

www.seek.com.au
www.adzuna.com.au
www.careerone.com.au
www.jobsearch.gov.au
www.indeed.com.au

For jobs in health

www.epworth.org.au/about-us/careers/pages/homepage.aspx
www.sjog.org.au/hospital/careers.aspx
www.barwonhealth.org.au/careers

For jobs in education

www.education.vic.gov.au

For jobs in policing & corrections

www.police.vic.gov.au
www.correctionsjobs.vic.gov.au
www.jobs.afp.gov.au

For jobs in the defence forces

www.defencejobs.gov.au

For jobs in the Victorian public sector

www.jobs.careers.vic.gov.au

Australian apprenticeships

www.australianapprenticeships.gov.au

Australian Apprenticeships Support Network Providers in the Geelong Region

Apprenticeship Support Australia

Address: 20 Little Malop Street, Geelong VIC 3220
Phone: 1300 363 831
Email: info@apprenticeshipsupport.com.au

Apprenticeships Matter

Address: Level 2/65 Brougham St, Geelong VIC 3220
Phone: 1800 005 355
Web site: www.appsmatter.com.au

MAS Experience

Address: 2/171-181 Moorabool St, Geelong VIC 3220
Phone: 1300 627 628
Web site: www.masexperience.com.au

MEGT Australian Apprenticeships Centre

Address: 9 Clare Street, Geelong VIC 3220
Phone: 1300 365 022
Web site: <http://www.megt.com.au>

Sarina Russo

Address: Corner of Gheringhap and McKillop Streets, Geelong VIC 3220
Phone: 1300 178 776
Website: <http://sarinarusso.com>

Workplace rights and rules

www.fairworkhelp.com.au
www.jobwatch.org.au

Career planning

www.myfuture.edu.au
www.yourcareer.gov.au
www.joboutlook.gov.au

Courses and applications

www.thegordon.edu.au
www.skills.vic.gov.au
www.vtac.edu.au

Volunteering

www.volunteeringgeelong.org.au