



EMPLOYMENT 101

*Resume Writing & Interview Skills
Workshop for Ages 14 to 25*

Pre-Session Workbook & Information

Contact Youth Services for more information:
P 9257 9968
E youth@kalamunda.wa.gov.au

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Interest & Hobbies

Thinking about what your interests and hobbies are will help you work out what kind of place you might like to work at. Below, write down 5 of your interests or hobbies below to help you get thinking!

1. _____
2. _____
3. _____
4. _____
5. _____



Finding a Job Using Seek

Now that you've got an idea about what your interests and hobbies are, think about how you might be able to find a job that involves these interest and hobbies! You are going to choose one job and draft a cover letter for it. You will bring this cover letter to the workshop so we can help you make it great!

Hop on to www.seek.com.au and have a look at what jobs are advertised which might link to your interests and hobbies. Have a play around , change up what you put in each box and see what you come across!

To help narrow the search on Seek, follow our guide below:

In this box, put a few words like your hobbies. For example 'sport', 'cooking', etc.

In this box, put down 'Perth' or your postcode, for example if you live in Kalamunda put '6076'

A screenshot of the Seek website's job search interface. The page has a dark blue header with the 'seek' logo on the left and 'Sign in or Register | Employer site' on the right. Below the header is a navigation bar with 'Job Search' (highlighted), 'Profile', 'Career Advice', and 'Company Views'. The main search area is divided into two sections: 'What' and 'Where'. The 'What' section has a text input field labeled 'Enter keywords'. The 'Where' section has a dropdown menu labeled 'Any Classification' and a text input field labeled 'Enter suburb, city, or region'. To the right of these fields is a pink 'SEEK' button. A red arrow points from the 'SEEK' button to the text 'Then hit SEEK!'. Another red arrow points from the 'SEEK' button to the 'Where' section. A third red arrow points from the 'What' section to the 'SEEK' button. A fourth red arrow points from the 'What' section to the 'Where' section. A fifth red arrow points from the 'Where' section to the 'SEEK' button. A sixth red arrow points from the 'What' section to the 'SEEK' button.

From this drop-down menu, select what you think is relevant to you. For example, if you are looking for a job at a shop, select 'retail & consumer products'

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Writing a Great Cover Letter

Once you've found a job on Seek that you are interested in applying for, make sure you read the job description and requirements **carefully**.

After this you can start your on your cover letter. A cover letter is a customized letter that you submit as part of you application. This letter is tailored to the job you are going for and outlines the skills and knowledge you would bring to the job and why they should pick you!

Follow our tips below and the template we have sent through and draft a cover letter. Bring it to the session for us to review it with you!

What to include in your cover letter

Make sure you think about these kinds of things when writing your cover letter:

- *Address it to whoever the job advert says to - usually a manager or a human resources person*
- *Any experiences you've had in sporting teams, work experience, etc. and what skills you have demonstrated in them*
- *If you've had any other jobs, describe them and what skills you learnt in them*
- *Make sure you mention things they say are necessary for the job - for example, if the job ad says 'must have team work skills' make sure you talk about when you showed these skills, for example as part of a netball team*
- *Your cover letter should compliment, but not duplicate your resume to add a more personal touch on why you fit the job description!*



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Writing an Awesome Resume

Once you've written your cover letter, have a go at completing the resume template we have sent through to you.

Your resume should include information about all the different things you have done and achieved. Make sure you include dates and brief details for each experience.

Often in an interview, the interviewers will ask questions about the information you include in your resume. So make sure you are ready to talk about everything you mention on your resume!

