



## Job Searching

### →Ways to look for work

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#### Newspapers

- National  
The Australian has daily employment sections specialising in certain industries
- State  
The Advertiser has some openings listed in daily papers but there is a designated Career One employment section in the paper every Saturday

#### Internet

- There is a wide variety of websites out there that specialise in job advertisements some examples are:  
[www.seek.com.au](http://www.seek.com.au)  
[www.careerone.com.au](http://www.careerone.com.au)  
[www.jseeker.com.au](http://www.jseeker.com.au)

\*Almost 70% of the job market is hidden and often businesses are in need of someone, they just haven't advertised it. Therefore, it is important to try some job search techniques that do not necessarily focus on advertised job vacancies. This can include:

#### Cold Canvassing/Cold Calling

This can be done via email or by visiting possible employers without making appointments. Cold canvassing gives you an opportunity to market yourself directly to employers. Often gaining a job is a matter of being in the right place at the right time (some employer's still place ads and notices in their window advertising vacancies). Cold canvassing demonstrates that you are keen and eager to work. Many people gain work through this method.

Dress appropriately when cold canvassing – present yourself as if you are going for an actual interview.

#### Word of Mouth Advertising

Often it is not what you know but who you know. Utilise your circle of friends and family and ensure they keep you in mind when they hear of vacancies.

### →Calling potential employers- what to do

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1. Give your name  
*"Good morning, my name is ....."*
2. Ask for the name of the person responsible for the position you are interested in  
*"Could you please tell me the name of the person looking after the job vacancy for a position of accounts clerk?"*
3. Ask to speak to that person  
*"Could I speak to Mrs Pratt please?"*
4. Greet the potential employer and give them your name  
*"Good morning Mrs Smith. My name is.....!"*
5. State the job you are interested in and how you found out about it  
*"I am interested in applying for the accounts clerk's job that was advertised in the Tamworth City News"*

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#### YouthJET

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newspaper."

6. Say what you have to offer the company

*"I have three years experience working in Human Resources and I want to broaden my experience!"*

7. If the job has already been filled, ask for other leads

*"Would you know of any other positions available at the moment?"*

8. Ask for permission to use their name

*"Do you know the contact person's name there? If possible, could you give me a telephone number, or an address?"*

*"Thank you for all of your help. Would it be OK to say that you suggested I speak to them?"*

## →How to approach employers

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Techniques to Use When Requesting an Interview

1. Give your name and ask for the name of the person in charge

*"Hello, My name is Bill Smith. Could you tell me the name of the Personnel Manager please?"*

2. Ask to speak to the person direct if you know their name

*"Good Morning, could I speak with Mr. Jones please?"*

3. Greet the employer and give you name

*"Good Morning Mr. Jones, my name is Bill Smith."*

4. If you were referred by somebody to call this employer

*"Good Morning Mr. Jones, Miss Brown from T.C.B. suggested I speak with you regarding..."*

5. Ask to meet with the employer

*"I would like to arrange a time when I could meet with you. I am seeking advice and information about this industry"*

6. If the employer states that there are no vacancies at present, ask once more about meeting with him to discuss future job openings

*"I would still like to come and talk with you about possible future job openings. Just in case something comes up"*

7. If the employer is not interested in having an interview

*"Perhaps I could send a copy of my resume for you to have a look at and advise me on its suitability. I would value any advice you could give me"*

8. Ask for any leads e.g. name and addresses

*"Would you know of any other companies I could contact regarding employment in this field?"*

9. If they give you a name ask for their permission to use his / her name

*"Thank you, that's very helpful Would it be all right to say that you suggested I speak to them?"*

10. Resume and call back

*"I will send you a copy of my resume and give you a call back in a couple of weeks, Thank you very much for your time."*

## →Arranging an Interview by Telephone in Response to a Newspaper Advertisement

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1. Give your name

*"Good Morning/Afternoon, my name is ....."*

2. Ask for the name of the person who appears on the newspaper ad

*"Could I speak to ..... regarding the position which was advertised in Saturday's Courier Mail for a Warehouse Supervisor?"*

3. Greet the Employer and give your name

*"Good Morning/Afternoon my name is....."*

4. Mention the job that you are applying for

*"I am calling to apply for the position of ..... that you advertised in the newspaper."*

5. Tell your employer what your relevant skills are which would make you suited to the advertised job

*"I have worked as a....." (Include in here relevant skills, work experience and personal qualities which you have)*

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## →Tips for “cold calling” or “cold canvassing”

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The goal of self-canvassing is to talk to the employer about jobs, whether they be current or future vacancies, and to get leads on other vacancies (to uncover the hidden job market). Canvassing is one of the most effective methods of job search.

### What to do...

Ask for the employer

Greet the employer

Identify yourself

State what you have to offer to the employer

Ask about any employment opportunities or for an information interview

Leave your resume and/or calling card

Remember ... No! may mean:

I've had a bad day

I've got pressure to hire someone else

I don't have enough information

I can't afford to pay another staff member

I don't want to make a decision right now

100 other possibilities...

SO... IT'S IMPORTANT TO NOT TAKE KNOCK BACKS PERSONALLY

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