

Landing a full-time, part-time or casual job isn't always a walk in the park. It can feel a bit scary and frustrating — especially when you're just starting out and don't have heaps of skills or experience yet. Plus, there are loads of other people going for the same jobs, and the economy likes to throw curveballs.

BUT — here's the good news. If you're keen on getting a job, you *can* totally boost your chances. Polishing up your job-seeking skills and doing a bit of prep can make a massive difference.

Check out these tips to set yourself up for success and get you heading in the right direction!



## Know what you're actually chasing!

Before you start applying for jobs left, right and centre, take a moment to think about what you *really* want. Do you picture yourself:

- Using your hands and getting stuck into practical work?
- Working face-to-face with people?
- In an office with computers and coffee machines?
- Using tools and machinery?
- Outdoors in the sunshine or inside in the air-con?
- In a particular industry like hospitality, construction, health, retail, sport and recreation, tourism, agriculture — or something totally different?
- Working full-time, part-time, casual, contract, or a combo (portfolio work)?

Grab your phone or a notebook and start a list of the jobs you'd be keen to apply for — even if they're just ideas for now.

These websites are awesome for inspiration and expanding your list:

- [myfuture](#) – Create a free profile, explore careers and check out jobs that match your interests and skills.
- [Your Career](#) – Click Explore Occupations and scroll through heaps of job ideas to help you get started.

## Want to stand out to employers? You've gotta know what they're chasing!

To grab an employer's attention, it helps to understand what they need – and show how *you* tick those boxes. Employers aren't just looking for people who can do the job; they want well-rounded legends who bring more to the workplace than just basic skills.

Most employers are looking for people with:

- **Top-notch communication skills** – speaking confidently, listening properly, writing clearly, reading instructions and getting along well with others.
- **Teamwork AND independence** – sure, you'll have a favourite – Teamwork or Independence, but workplaces need people who can jump into a team or work solo without needing constant direction.
- **Problem-solving and tech skills** – and yep, this means more than just scrolling socials! Knowing your way around computers and troubleshooting issues is a big deal.

Plus, employers love people who bring great energy – think **enthusiastic, motivated, curious, willing to learn**, and open to feedback. Bonus points if you've had **work experience**, even short-term or volunteer gigs.

### Build your skills list

Start a list of the skills you have. For each skill, write down:

- When you used it
- What you did
- What the result was (big or small wins count!)

Then ask yourself:

- Who has seen me use these skills?
- Could they be a referee if needed?
- Can they spot strengths I've missed?
- If you want more ideas about skills employers value, check these out:  
[Your Career](#) – **Skills for the future**
- [myfuture](#) – **Explore Your Skills and Strengths**



## What is a resume? (And why does it matter?)

When you apply for a job, the employer doesn't automatically know how awesome you are — **your resume is your chance to show them!** It's a short document (on paper or digital) that tells employers who you are, what skills you've got and why you're a great fit for the job.

A resume normally includes:

- **Your name and contact details** (use a personal email — **not your school one** — and your mobile number).
- **A personal statement** — a short summary of the skills and attitude you have that match that job.
- **Your skills** — plus real-life examples of when you used them (these DON'T have to be from paid work — being volleyball captain still counts as leadership!).
- **Work history** — paid or unpaid, plus the tasks you did and the results you achieved.
- **Education and qualifications** — e.g. QCE, VET courses, certificates and even your school subjects if they're relevant.
- **Interests** — optional but can be great if they link to the role.
- **Referees** — their name, job/position and phone and/or email

*A referee is someone who supports what you've said in your résumé and can tell an employer why you'd be a good fit.*

### Keep it short and sharp

Your resume should be **one to two pages**, easy to read. No over-the-top fonts, glitter borders or art projects — keep it neat, simple and focused on the job you're applying for.

Want help building a resume that gets noticed?

- [myfuture](#) — **How to write an effective entry-level resume**
- [Youth Central](#) — **How to Write a Resume**

**Quick Tip!** A lot of resume-screening software **cannot read text in headers, footers or text boxes** — so keep your name and contact details in the **main body** of the document.

## How do I find employers who actually want workers?

There are heaps of ways to find employers who are hiring — or might be about to. Check out these handy places to start:

- *Online job sites:*
  - [Workforce Australia](#)
  - [Australian Defence Jobs](#)
  - [Seek](#)
  - [Adzuna](#)
  - [Apprenticeship Central](#)
- *Group training companies:*  
They employ apprentices and trainees and place them with host employers.
- *Apprenticeship and industry websites:*  
Great for trade pathways and info.
- *Company websites:*  
Coles, Woolies, Bunnings, fast-food chains — many advertise on their own sites.
- *Trade and professional associations:*  
For training and job info — e.g. Queensland Government Training.
- *Your social network:*  
Family, friends, neighbours, your coach, people at sport — let them know you're looking.
- *Past experiences:*  
Work experience, volunteering or part-time jobs — former supervisors may have opportunities or know someone who does.

**Hot Tip:** Don't be shy — *more than half of all jobs are found just by talking to people.* A quick chat could be your ticket to your next opportunity!

## Employer Research — Quick Checklist ✓

- ☐ What does the business do?
- ☐ Do they have a website or social media?
- ☐ How many staff do they employ?
- ☐ What jobs or roles might be available?
- ☐ Do they offer training or apprenticeships?
- ☐ Could this job support my long-term career goals?
- ☐ When do applications close?
- ☐ Who is the best person to contact for more information?



## How do I apply for a job?

When employers advertise a job, they'll get heaps of applications – so yours needs to **stand out in a good way**.

First up: **find out exactly HOW the employer wants you to apply**.

Do you need to:

- Send a letter and resume?
- Fill in an application form?
- Answer questions about your skills (criteria responses)?
- Email your resume?
- Apply online through their website or a job site?

**Tip:** Imagine you're the person sorting through a big stack of applications – what would make YOU want to pick someone?

Before sending anything off, ask someone you trust to take a look:

- Family
- Friends
- Teachers
- Your Guidance Officer, counsellor or Career Counsellor

**Listen to their advice – small changes can make a big difference!**

## Will I get an interview?

That depends on a couple of things – how strong your application is, how many people applied and whether you've shown the skills and attitude the employer is looking for.

But if you *do* score an interview, awesome! You can boost your chances by preparing properly:

- Find out what to expect – Ask if the interview will just be questions or if there'll be tests or tasks.
- Brainstorm interview questions – Write down possible questions and practise your answers.
- Do a mock interview – Ask family, friends or your Guidance Officer/Career Counsellor to help – feedback is gold!

First impressions do matter. Before the interview, ask yourself: “If I were the boss, would I hire me?”

Make sure you:

- Wear clean, suitable clothing
- Look tidy (yes – even shoes and fingernails count!)
- Smile, be friendly and show that you’re keen

Confidence + preparation = better chances of success!

### *Didn’t get the job? Don’t stress – learn from it*

It’s actually a smart move to look back at any application that wasn’t successful. Some employers will even tell you **why** you missed out – and that feedback can be super helpful for next time. Take it seriously and use it to improve.

If you keep hearing things like “you need more skills or experience,” don’t be discouraged – see it as a clue. Think about how you can build those skills through:

- Volunteering
- Part-time or casual work
- School opportunities
- Training or short courses

Talk to your Guidance Officer, counsellor or Career Counsellor – they can help you figure out what to try next and how to build your experience step by step.

Every “no” gets you closer to the “YES!”