Becoming work ready
Applying for a job

Applying for jobs can be daunting, particularly for a young person wanting to enter the world of work for the first time.

Jobs are advertised by an organisation looking for the best applicant to fill a role. So that an organisation can judge the best applicant, there are expectations placed on young people to:
- interact positively, honestly and respectfully with others
- demonstrate their skills, strengths and potential to develop
- show an understanding of the role, the organisation and how it benefits society
- understand their rights and responsibilities as an employee.

Being informed about the recruitment process, people and technology can help a young person set themselves apart from other applicants and win the job.

Before you apply	
Human Resources (HR)	https://au.indeed.com/career-advice/finding-a-job/role-of-hr-in-finding-a-job In an organisation, HR (or People and Culture) lead recruitment, employment and training. Understand what they look for in an applicant.
Literacy and numeracy	https://www.aapathways.com.au/career-research/online-literacy-and-numeracy-quizzes These general industry-based literacy and numeracy quizzes illustrate the levels required to enter the world of work in different roles.
Tailor each resume	https://www.jobjumpstart.gov.au/article/four-steps-tailoring-your-resume Start with the career portfolio and tailor each job application to demonstrate job fit and an understanding of the role.
Applicant tracking systems	https://www.jobscan.co/blog/applicant-tracking-system-and-ats-systems/ Businesses use applicant tracking systems (ATS) to streamline the advertising of jobs and the recruitment and onboarding process for new employees. The ATS will scan applications for certain keywords to meet the job requirements and remove those that don't match the job description.
Final polish	https://www.grammarly.com/ Before submitting, ask a trusted person to review the grammar, spelling and writing clarity or use a free, online tool for final polish.
Digital footprint	https://myfuture.edu.au/career-articles/details?id=5-ways-to-clean-up-your-digital-footprint Employers often review digital footprints of applicants. Ways to clean up and manage that digital footprint.

Key elements of job applications are a resume or Curriculum Vitae (CV) and cover letter. Most employers require a job application form to be completed, either on paper or in an ATS. Sometimes selection criteria are to be addressed. Confirm two referees to use on request.

Job application forms	
Job seeker resources	https://myfuture.edu.au/job-seeker-resources A range of resume and cover letter templates and resources on writing and formatting a resume, cover letters and addressing selection criteria.
Resumes and CVs	https://au.indeed.com/career-advice/resumes-cover-letters/cv-vs-resume Australians use the terms resume and CV interchangeably, but there are differences in other countries.
More free resume templates	https://www.seek.com.au/career-advice/article/free-resume-template A resume provides a summary of capabilities, experiences and achievements in a way that quickly captures a potential employer's interest.
Application forms	https://myfuture.edu.au/career-articles/details/9-tips-for-completing-job-application-forms Tips to effectively present skills and experiences in a job application form.
References available on request	https://www.hays.com.au/career-advice/interview-tips/a-guide-to-references References are an endorsement of skills, experience and job suitability. A guide to referee etiquette and suggestions for a limited work history.

A successful job application results in one or more interviews. It might be a phone interview with HR first, an online/ video group interview next and then in-person with the supervisor or manager of that role. Prepare and make the most of the opportunity.

Job interviews	
Job interview tips	https://myfuture.edu.au/career-articles/details/job-interview-tips Understand the interview process and discover tips to prepare for the interview.
Interview preparation checklist	https://www.seek.com.au/career-advice/article/how-to-prepare-for-your-interview-the-ultimate-guide A 10-step interview preparation checklist.
Interview guide	https://www.roberthalf.com.au/career-advice/interview Comprehensive guide that includes what to wear, preparing for the journey, phone or video interviews and making a good first impression.
Common interview questions	These videos offer contemporary tips to help answer interview questions: • Tips on how to answer https://www.youtube.com/@SelfMadeMillennial • How to answer: Tell me about yourself https://youtu.be/MmFuWmzeiDs • How to answer: What is your greatest weakness? https://youtu.be/ubE405nVkZg
Following up and hearing back	https://www.seek.com.au/career-advice/article/how-to-follow-up-on-your-application-or-interview-with-email-templates Templates to follow up with an employer after an interview in a polite and professional way.