

**A CS SYP SIG**

# **How to Conduct a Successful Job Search**

# Agenda

- Introduction 5 mins
- Who you are and what you want to do
- Preferred employer/position
- Your application
- Effective resumes and cover letters
- Effective interviews
- Offer and acceptance
- Starting and keeping your new job
- Questions 40 mins

# *Introductions*

## Mark Morath

- Secondary School Teacher
- Account Management
- Further Education
- IT Experience
- General Manager - Candle Australia

# Who You Are And What You Want To Do

- Know thyself !
- Work objectives?
- What have you done successfully?
- What else have you considered?
- What do you like to do?
- How much risk/fall back can you afford?
- Remuneration?

# Preferred Employer/Position

- Make a list of target employers
- Search for other target employers
- Research selected target employers
- Update and prioritise target employers

# **Your Application**

- Obtain the job description
- Establish your best introduction
- Write a tailored resume
- Write a tailored cover letter
- Submit an application
- Follow up with a prospective employer
- Working with recruiters

# *Effective Resumes & Covering Letters*

## RESUME

- Purpose of a resume
- First impression
- Format and content guidelines
- Accompanying cover letter

# Effective Resumes & Covering Letters

## Letters

### COVERING LETTER

- Should always accompany a resume
- Acts as an Executive Summary
- Relate skills/experience to the desired
- Sales document - sell the "fit"

# Effective Interviews

- Smile
- Two way process
- Competitive environment
- The 3 P's
- What you say
- How you say it
- Real time feedback
- Ask for the job
- Thank the interviewer
- Smile

# Offer and Acceptance

- Strategy - 'position' yourself
- Decide what is important to you/ the
- How do you feel
  - The offer?
  - The employer?
- Counter offers - you / another employer
- Acceptance / rejection

# Starting and Keeping Your Job

- First impression
- Make the effort
- Clarify objectives
- Deliver
- Start with the end in mind
- Seek feedback and act on it