

**[MYDIARY PODCAST SERIES]  
[GETTING YOUR FIRST JOB]**

**[Intro]**

Hello and welcome to the wonderful world of Get Positive Audio.

You're listening to the MyDiary Podcast series.

I trust you will enjoy this audio presentation titled "Getting Your First Job".

In this audio track you'll learn how to become a part of the workforce so you can start earning some extra cash.

**[Body]**

**As soon as you turn 15 you can officially be a part of the work force.**

That means that you can earn some extra cash by working after school or on weekends. However finding a job can be pretty competitive. To get that extra edge you need a résumé and a few job-seeking strategies...

**First you'll need to create a resume?**

A résumé is a quick reference guide to who you are, your capabilities, your interests and your history of work & education. You give it to your potential employer, so they can ensure you are matched to the job. It is important to type your resume (don't handwrite) and keep it to a few pages.

You can refer to your Diary for an example, but the main elements include:

- Your name
- Contact details
- Your Age
- Date of birth
- Education
- Educational plans (if relevant)
- Your work experience: (if you have any, or list any voluntary work you have done). List your best first and try to quantify your results.

*For example, my work experience includes volunteering at the Duncraig Church each Sunday for 4 hours during 2008. My tasks included setting up room for over 200 patrons and preparing over 100 food items for morning tea. Over the year this was a total of over 200 community hours.*

- Outline your academic achievements, such as any certificates you have received at school.
- Outline your Non-academic achievements, such as any sporting success you have had.
- List your main character attributes (that you think will match the job), for example you are: hardworking, reliable, honest, good sense of humour, outgoing, enjoy learning and working, focused and goal-orientated
- List your Interests: such as the environment, recycling, triathlons, reading and socializing.
- And last but not least, note your referees, these are people that know you personally and can vouch for your positive traits. *Make sure you have contacted them beforehand to ask if you can use them as a referee.*

When you are putting this all together, remember to:

- Highlight what you can do, not what you can't
- Be concise
- Make it easy to read
- Proofread
- Leave plenty of space
- Ensure your résumé isn't cluttered

Also attach a copy of your most recent school reports and any achievement certificates.

**Once you've put together your resume its time to start promoting yourself!**

#### **Firstly target a work environment**

Work out where you would like to work, maybe a fast food outlet, a café, secretarial services, a health food shop, clothes or shoe store.

Look up the places in the Yellow Pages that are in a 5km radius and copy down the addresses.

Send them all a copy of your résumé and a brief covering letter that says in a few sentences that you are seeking casual employment and do they have any vacancies. Alternatively, you can just photocopy your résumé 20 to 30 times and go to a nearby shopping centre and hand them out to all the shops.

*You should receive at least one phone call back by doing this; if not, try other shopping centres in your area. If still no reply repeat the process every few weeks until you do get one.*

There are now websites you can log onto to look for work. A few of the main ones include:

- Seek.com.au
- CareerOne.com.au
- Mycareer.com.au
- Jobsearch.gov.au
- Studentjobs.com.au
- Hippo.com.au

### **Hunt in Newspapers**

Look in the “Employment Section” of the paper every day, especially on Wednesdays and Saturdays; also look in the local Community Newspaper under “Situations Vacant”. Remember to get the paper early and phone up straight away so that you give yourself the best chance of success. You can get the Saturday edition from street sellers late Friday night.

Home delivery also ensures that you get a head start and you can just get the paper one or two days a week.

### **Did you know? Around 70% of all jobs aren't even advertised! So... also ask around**

One of the best ways to get a job is through word of mouth. Ask friends, family and relatives if they could keep their eyes and ears open for you.

For more information of getting a job refer to the information section in MyDiary.

### **[Closing]**

Thank you for listening to this podcast.

Feel free to download this audio file to your iPod so that you can replay it at any stage.

I wish you all the best with your studies.

Until next time, Stay Positive!

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