



student**hub**
CAIRNS

How to land your dream job

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2 ways to land your dream job



Networking



Job applications

Tips

Did you know that 70% of employers hunt for talent internally and in their immediate networks?

This workshop provides you with practical tips to land your dream job.



Do

Do your research



Identify

Identify key points regarding your dream role



Read about

Read about company background and who is who



Network

Build relationships – future referees



Social Media

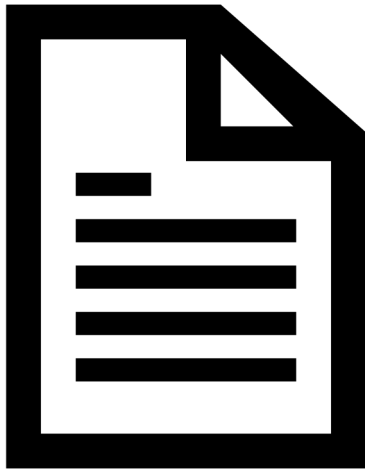
LinkedIn, posts, articles, comments, cold emails



Be ready

Have your best resume to illustrate your value & elevator pitch

Your resume



1. Contact Information
2. Resume Summary
3. Skills/Highlights
4. Experience and Accomplishments
5. Associations and Certifications (Optional)
6. Education
7. Referees

Things to avoid



Repeating your resume – but be specific when the job ad calls for this



Spelling mistakes – no excuses



Using “I” too much



Focusing only on yourself – think about what you can offer the company and why this company and you would be a good fit

Applicant Tracking Systems and algorithms

An important aspect of ATS is CV parsing.

CV parsing software ensures the automatic processing of data from a CV. The software uses a preliminary scan to analyse a candidate's skills, experience, education and even job titles.

To make it through this initial scan and reach the shortlist, it is important to **optimise your CV**.

Optimise for algorithms



Use standard format CV and letter



Identify all the keywords and synonyms in the job ad



Identify the hard skills, e.g. management / health and safety / reporting



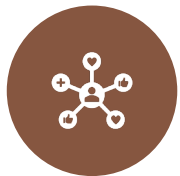
Identify the soft skills, e.g. time management / communication



Link keywords with proof of your achievement (qualify and quantify)



Use standard job titles



Create a strong LinkedIn profile

You've submitted your resume – now what?



Ring to follow up



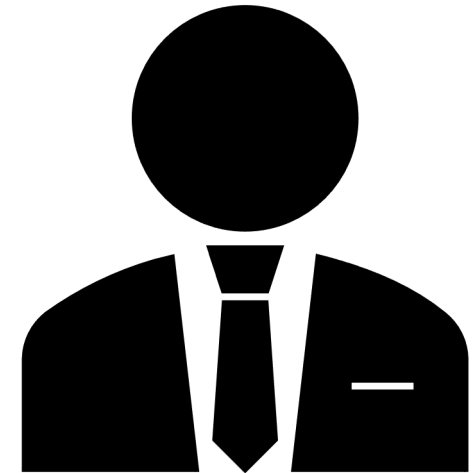
Double check to see if they received it (especially if you don't get a confirmation)



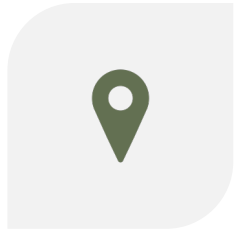
Ask them why you weren't short listed – this can be important to know for the future

Your job interview

If you walk into a business and hand over your resume, treat this as a job interview. Everything you say and do and how you present yourself matters!



Prepare for your job interview



WHERE WILL THE
INTERVIEW BE?



WHO WILL BE INTERVIEWING
(ASK ALL NAMES AND THEIR
POSITIONS IN THE COMPANY)?



LOOK ALL THE PEOPLE UP
ONLINE IF YOU CAN



RESEARCH THE COMPANY
AGAIN – BE FAMILIAR WITH
WHAT THEY DO AND WHAT
THEIR VALUES ARE



PRACTICE COMMON
QUESTIONS

Answer strategy

WHAT'S THE STAR INTERVIEW METHOD?



Use these four steps to answer "Tell me about a time when..." job interview questions.

SITUATION:
Set the scene and give the necessary details of your example.

S

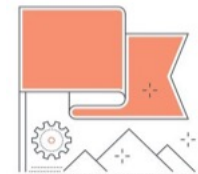


T

TASK:
Describe what your responsibility was in that situation.

ACTION:
Explain exactly what steps you took to address it.

A



R

RESULT:
Share what outcomes your actions achieved.

Example: Can you describe a time when you demonstrated good organisational and time management skills?

S (Situation) - When I was the President of the Debating Society at uni, we decided to host a debating evening between us and the city's other main university, with the aim to have 50 students in attendance (25 from each university).

T (Task) - I was in charge of organising the event, including the venue, refreshments, tickets, transportation, the structure of the evening, budgeting, and collating all feedback.

A (Action) - In order to plan and manage the event effectively, I started by laying out the budget for the event, prioritising what was most important, and creating a clear timeline. I decided to delegate some of the less pressing tasks to other society members (including ticket design, decorations and refreshments) and managed the more vital aspects myself – starting with the venue, invitations, and transportation to and from the event. As the event began to take shape, I also organised the structure of the evening itself – including the timings, the topics which would be debated, and how we would analyse the success of the event after it was over.

R (Result) - The event was attended by 58 people, well over the number we initially expected. Feedback from the event was very positive and we ended up hosting another debating evening later in the semester.



**TELL ME ABOUT
YOURSELF**



**WHAT'S YOUR
BIGGEST WEAKNESS?
AND STRENGTH?**



**WHY DID YOU LEAVE
YOUR LAST JOB?**



**WHY DO YOU WANT
TO WORK HERE?**



**WHY SHOULD WE
HIRE YOU?**



**DO YOU HAVE ANY
QUESTIONS?**

Common questions

References

<https://www.seek.com.au/career-advice/article/cover-letters-the-good-and-the-bad>

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<https://www.hays.com.au/blog/jane-mcneill/how-to-optimise-your-cv-for-the-algorithms-1943467>

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