



# Work book

Welcome to our workbook. We have included 5 important resources to help you track the things you should do when looking for work, preparing your application, collecting referrals, building lists of companies to target and tracking your progress on open applications/leads.

We have also included a couple of templates that will help you introduce yourself by phone and by email to potential employers.

You can either use these forms on your computer, or print them off and fill in by hand.

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# JOB SEARCH CHECKLIST

This checklist includes all the steps you must take **BEFORE** you apply for jobs. It covers preparing your documents and finding the job opportunities. Go back over this checklist on a regular basis and be sure that you're actively doing all of these things to maximise your job prospects. Each week go through and check off the activity. If it takes longer than six weeks to achieve your goal, simply print off a blank copy of this sheet and start again.

Week1 Week2 Week3 Week4 Week5 Week6

## Notebook/Phone

Buy a dedicated job-search notebook to carry with you at all times; or alternatively use the memo function on your smartphone. Record all information you get immediately so that you don't forget and transfer them into the "Referrals and Targets" (for leads you need to chase up) or "Active Opportunities" (for jobs you will apply for) checklists as soon as you get home.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Resume(s)

Create a specific document for each job application/type of job you will be applying for in that particular week. Use the templates, tools and services we have recommended to ensure best impact.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Cover Letter(s)

As above.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Check local community noticeboards

At shopping centres, sporting clubs, community halls etc... for job opportunities. Note them down on your "Active Opportunities" checklist.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Check local newspapers

Local companies often prefer to hire local people so make sure you check the newspaper regularly. Note jobs down on your "Active Opportunities" checklist.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Join and check online community groups

Search on Facebook for community groups in your local area. Join them and become active in conversations. Often they will allow you to post that you're looking for work and sometimes they will advertise local job opportunities that you can apply for.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Check online job boards

Ensure that you check all relevant job boards and set up "job alerts" to notify you when new jobs come up. Consider looking in different locations to improve your chances.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Referrals

Speak with your immediate and extended family and ask if any of them work for a company that is hiring; or have friends that may have leads for you. Ask them to please keep you in mind for anything they hear about and to let you know immediately. Check back in regularly.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Speak with your friends, as above, to obtain referrals.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Think of people in your extended circle – eg. people you used to work with; people you haven't been in touch with for a while and ask them for referrals too.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Actively engage in conversation with everyone you meet and where appropriate advise that you're looking for work. Eg. if you're at a party meeting new people, if you're having conversation with someone in a shop etc...

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Post on Facebook

Post that you are looking for opportunities and ask your friends to share with people who might be able to help you. You can't do this every week, but once a month should be OK.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Register with Recruitment Agencies

Walk-in and register with agencies in your local area and those that specialise in your area of expertise. Aim to personally register with at least 2 per week and follow up regularly (but not in a stalking way as above in section 4).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Register with Job Search Provider

Check your eligibility by phoning the Department of Human services and if eligible register and do all of the activities suggested by them.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Linked In Profile Setup

Change your LinkedIn "Professional Headline" to read "Looking for Opportunities" as recruiters and companies use these keywords to search for people seeking work.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Seek Profile Setup

If you haven't already go onto [Seek.com.au](http://Seek.com.au) and register your job-seeking profile. Upload your full CV. Recruiters use this to search for people so make sure you have current details on file.

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## Upgrade your LinkedIn

As a paid member of LinkedIn you are able to send "InMail" which is an email to anyone on LinkedIn that you choose. This means you can target potential employers without having to have their personal/work email address. You can drop back to a free account after you get a job.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## LinkedIn Training

Make sure you know how to use LinkedIn properly. We suggest listening to this podcast and reading the articles you'll find at <http://interviewiq.com.au/category/how-to-use-linkedin>.

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## Find Targets on Google

Google for companies you might like to work for. For example if you are looking for an accountant role in Western Sydney, Google "accounting services, Western Sydney". Look through the websites and see which companies look like places you might like to work for. Add them to your target list and use LinkedIn (below) to find out who the right person to talk to is.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Find Targets on LinkedIn

Go onto LinkedIn and search for companies that you would like to work for or for the companies found from your Google search (above). Find the people that would be in a position to hire someone like you (eg. if you work in manufacturing, find a manufacturing team leader or manager). Write their details onto your target list and then follow up using LinkedIn "InMails". Aim to target at least 2 per week through this method.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## LinkedIn Groups

Join at least three groups that are relevant to your skill set (or can be a community group eg. Irish Professionals in Australia) and devote time each day to becoming active in conversations. This will help you become more visible and people who are hiring may target you.

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## Professional Networking Events

Google for professional networking events in your area of interest and register to go to as many as possible.

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## Work through your Referrals and Targets Checklist (overleaf) regularly

Each week, make sure you work through your Referrals and Targets checklist. Keep working every lead until it either turns into a "Job Opportunity" (which you'll put on your Active Opportunities Checklist); or you've exhausted the lead and you can cross it off your list. Each week, make sure you work through your Referrals and Targets checklist. Keep working every lead until it either turns into a "Job Opportunity" (which you'll put on your Active Opportunities Checklist); or you've exhausted the lead and you can cross it off your list.

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## REFERRALS AND TARGETS CHECKLIST

If you have followed the above checklist, you should have obtained a whole host of leads that must be chased up in order to maximise your job prospects. As you secure a referral or identify a target, write them down here along with their details and be sure to action them in a timely fashion (ie. immediately!).

After you have spoken to the referral or target it is important that you endeavour to stay in touch. Simply asking them once if they know of any job opportunities may not be enough. Ask them politely if they would mind you staying in touch. Once you have this permission you need to add the next call/ email to your checklist as an item to do in the future and make sure that you follow up at that time.

**The approach:** Ideally we suggest phoning to introduce yourself, followed by sending your targeted CV and Cover letter. This will always be much more effective than relying on email to make the initial contact. The best way to obtain phone and email details for targets is simply by ringing the reception of the company they work at and asking. If they won't give them to you, you can try searching on the internet for the details or contacting them using your LinkedIn InMails.

Date	Company Name	Contact Name/ Job Title	Email /Phone	Action/Notes (cross out when done) ie. what did you do, what was the outcome, what is the follow up? Remember to add any follow up actions on a new line with the date that you intend to follow up.



## Active Opportunities Checklist

Use this checklist to track all of the jobs that you've applied for or the solid leads that you've uncovered. Once you've sent your resume to someone you should put it on this list and then keep following up until you are rejected or made an offer.

Date	Job Title	Company	Confirmation of Application?	Any feedback received?	Phoned to follow up?	Interview Scheuled?	Notes



## Phone Introduction Template

We suggest that you before you make the call you fill out this template, print off and practice what you're going to say. The goal is to do this just a couple of times - enough so it doesn't sound rehearsed, but you are still prepared.

"Hi \_\_\_\_\_ (insert name of target here). My name is \_\_\_\_\_

We haven't met before, but I was referred to you by \_\_\_\_\_ OR

I got your details \_\_\_\_\_  
(insert where you found their details – Google, LinkedIn, Seek, from the receptionist.)

The reason why I'm calling is that I was hoping to have a quick chat to you about jobs in \_\_\_\_\_ insert company name. Do you have a minute? IF NO – ask when might be a good time to call back IF YES – proceed

Excellent. Thanks.

I understand that you may be responsible for hiring \_\_\_\_\_ (insert job title); and I am a qualified/  
experienced \_\_\_\_\_ who would love the opportunity to work with your company.

Do you have any vacancies at the moment? If YES – ask questions about the vacancy and establish how you can apply IF NO –ask questions about the types of jobs they normally recruit and establish how you can send your resume in for future opportunities

**BE SURE TO WRITE THE INFORMATION ABOVE SO YOU DON'T LOSE IT!**

Close by thanking them for their time and confirming that you will be following up by sending through your CV.  
Remember to add the follow up action to your "Active Opportunities" spreadsheet.





## Email Introduction Template

Dear \_\_\_\_\_ (insert first name here),

I obtained your contact details \_\_\_\_\_ (advise how you found them).

I am a qualified and experienced \_\_\_\_\_ (insert job title here) who would love the opportunity to work for your organisation. In particular, I believe that my experience (below) leads me to be an ideal candidate for current or future opportunities. List 3-5 short bullet points that perfectly describe why you would be great at working for them  
Make them “real” – ie. about your skills and experience and use examples of achievements, not things like “team player” or “innovative”  
Clarify how motivated you are : eg. “can commence immediately”, “able to relocate”, “can interview at your convenience”

Please find attached my Resume and Cover Letter. I can be contacted on \_\_\_\_\_ (insert mobile number).

Thank you very much for your time. I will follow up with you in \_\_\_\_\_ (insert follow up time – usually a week) to see if you have any questions.

Kind regards,

\_\_\_\_\_ (insert name here).

*Remember to add the follow up action to your “Active Opportunities” spreadsheet.*