# **How to find a job**

****Write a career plan.****You’re more likely to find the perfect job if you’re clear on the direction you want to take your career in.  
  
Sit down and write up a plan that encapsulates who you professionally are, must-have job attributes such as career progression and working hours, and what organisations you’d like to work for. Keep your plan handy when applying for jobs to see how closely aligned they are. You might find that they’re realistically not even worth applying for!

****Refresh your resume.****It’s easy to merely update your resume with an extra few lines each time you change jobs, but if you really want to find a job that’s as far away as possible to your weekend shift work during high school, it’s time to give your resume a makeover.  
  
It not only needs to look more professional and sophisticated than the earlier days of your career, it needs to provide a snapshot of the best roles and experiences you’ve had into a concise one to two page document. Don’t be precious with it – make it reflect who you have professionally become today!

****Maximise your online search.****People find jobs online today more than anywhere else. With SEEK being the most popular job site in Australia and New Zealand and so many people using it, how do you get the best out of it?  
  
****Register with recruiters.****If you need further help finding jobs, it’s often worth getting in touch with recruiters who specialise in your industry of interest. Most recruiters have a registration process which usually entails an interview, presenting your resume and/or portfolio of work and filling out your details for their database.  
  
While this can sometimes seem a little mechanical, it’s in recruiters’ best interest to place their candidates in roles they’ve been assigned, so don’t hold back on registering!

****Connect with your networks.****Many people assume to network you need to attend special industry events, and meet and engage with new people. While this can often be the case, networking can also be as easy as getting the word out to your existing networks – friends, family, past employers and colleagues, and contacts on online professional networks – to let them know you’re in the market for a new career opportunity.

****Prepare and practice.****The process of applying and interviewing for jobs requires a lot of preparation and practice. Make sure you follow up every sent resume with a phone call or email requesting a job interview. Once you’ve secured an interview, find out more about the industry, role and company and make a checklist of all the reasons you’d be great for the position.  
  
Ask a friend or family member to perform a mock interview with you. Get them to ask you tough questions and keep repeating your answers until you know them off by heart. That way, when it comes to the actual interview, you’ll have the confidence you need to go the next step.