



Strategies for Finding a Job

How to Use a Job Search website

Using a Job Search website

Job search websites are the most common places online, for job vacancies to be advertised. All you need to do type in the name of a job or skill and a list of current job vacancies will appear.

You can use the online search tools to refine your search results. Specify what type of work you are looking for (Administration or Brick layer) and what area you are looking for work in (South Australia, Adelaide CBD or Western Suburbs) and what type of employment you are looking for (casual, full-time or part-time).

Tips for searching for employment using job searches

- **Use a range of sites** - Don't limit your searches to one job search site. Some job search sites specialise in different areas. The more sites you use, the more likely it is you'll find a job.
- **Use job alerts** - Set up some favourite searches to email, you can select to have regular emails updating you about new jobs posted online, any new job vacancies that fit your areas of interest
- **Use a variety of search terms** - If you find a job you like the look of, look at the words used in that advertisement, and use those words for another search. You might turn up more of the kind of jobs you're after.
- **Apply as soon as you can** - Most recruiters start shortlisting within a week of advertising a job. The sooner you submit your application for the position, the more likely you are to be considered for the job.
- **Customise your cover letter** – By customising your cover letter, you are showing the employer that you took the time to research their organisation which may allow you to stand out.
- **Keep records of your applications** – Record keeping is essential in searching for employment. Often, government departments require you to keep detailed records of your search for employment.

Some job websites that you could use include:

Adzuna www.adzuna.com.au
Seek www.seek.com.au
Australian Job www.jobsearch.gov.au

APS Jobs www.apsjobs.gov.au
Career One www.careerone.com.au
One Shift www.oneshift.com.au