

jobseekers guide

landing the perfect job

Search for a job with confidence, knowing you're prepared with an up to date resume, company knowledge and great interview skills.

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making the right first impression: resume and covering email

Make the best possible first impression on every potential employer. Present yourself and your work history in the best possible light with a carefully constructed resume and engaging covering email.

Securing an interview is a crucial step in selling yourself to a potential employer, so we've got a few tips to help you catch their attention.

→ the resume

- Make sure grammar and spelling are correct and the layout is neat and easy to read.
- Keep the resume brief, and include only basic details, no more than 3 pages.
- Include a brief paragraph as a value proposition, outlining how your unique skills and personality will add value to the organisation.
- The education section should include institution, qualifications and dates.
- Your employment history should be in chronological order and should include the following:
 - ⊙ Dates you were employed
 - ⊙ Company and Division
 - ⊙ Duties & Responsibilities
 - ⊙ Projects and Values
 - ⊙ Job Title
 - ⊙ Key Achievements
- Tailor your resume to reflect the position you're applying for. You must alter it EVERY time. Use the job specification to help you add or select information in your resume to make it relevant. Don't stretch the truth, you will be found out!
- Additional information you could include:
 - ⊙ Specific computer skills
 - ⊙ Licenses and tickets
 - ⊙ Language skills
 - ⊙ Residency status (if relevant)
- Interests (only as they relate to the position, no need to

get too personal).

- Flexibility for relocation or travel.
- If you have any specific achievements you are proud of, this is a great way to differentiate yourself eg. industry involvement, charities or sport.
- Account for all your time and ensure there are no gaps.
- Include the details of 2 work referees of direct managers in the last 5 years.

→ the covering email

- Address the letter to a specific person. Make the effort to find out who you are approaching - no generic Dear Sir/Madam!
- Every email you send should be tailored and targeted towards the company, project and roles for which you are applying.
- Choose your words carefully and make your point succinctly. Often the reader gets hundreds of these, so yours needs to stand out for the right reasons.

“ Present yourself and your work history in the best possible light with a carefully constructed resume and engaging covering email. ”



sharpen your interview skills:

Interviews can be daunting, especially if it's a while since you've been to one. Use these techniques to increase your confidence and help you make the right impression.

→ prepare yourself

- Double check the address and plan how you are going to get there on time (ten minutes early).
- Find out as much as you can about the company using websites, google searching and your networks. Know their values, vision and market positioning so you can tailor your answers.
- Read the job description fully and be ready with examples of your experience to cover all possible areas.
- Make sure you know your resume back to front.
- Prepare yourself for potential questions they may ask you in relation to your work history and the role itself.
- Prepare questions you wish to ask them. This is important as it shows interest in the company and what it does. Ask about goals for your role and the company's culture. Don't talk about salary, this is discussed later.
- Practice the interview with friends or family. You might uncover an issue or idea you may not have considered.

the interview

→ before

- Dress appropriately.
- Arrive on time (Remember that's 10 minutes early!).
- Remember to turn your mobile off.
- Be enthusiastic.
- Shake hands firmly.
- Be confident.
- Smile and look them in the eye.
- Do not smoke beforehand as it can give a negative impression to some interviewers.

→ during

- Expand your answers and take your time. No yes/no answers if you can avoid it.
- Relate your past experience to the core duties and skills required for the role.
- Let the interviewer speak...remember, they are also selling the role to you.
- Ask questions and show interest.
- Thank the interviewer for their time.
- Let them know you're interested in the role.

→ after

- Send a thank you email thanking them for the opportunity to meet them and confirming you are keen for the position. If you're no longer interested, be honest and upfront about it.



handling interview feedback and negotiating a job offer:

Always contact your consultant immediately following your interview with your initial feedback. Your consultant must be able to discuss your interest and suitability with the client as soon as possible in order to formalise an offer.

The consultant will negotiate on your behalf to obtain conditions of employment both you and the employer are happy with. This includes salary package and other benefits.

Be completely honest and open with your consultant about your expectations so the process can be smooth and transparent. This will achieve the best outcome for everyone and reinforces your new employer's impression that you're the right candidate.

Once a formal offer has been made (verbal or written), give it careful consideration and make sure you're happy with all terms and conditions. Verbal acceptance of an offer is a commitment to your new employer and is final. You should not feel rushed or pressured. The best consultants always give candidates the information and time to make a decision.

Knowing all this, we value honesty in our candidates in relation to offers they receive as a result of our efforts. If you're waiting for an offer via another agency, just say so. We can help you secure the extra time you need to make an informed final decision.



resigning your old position and dealing with a counter offer:

→ the resignation

Be very sure of your decision before giving notice. Wavering and mind changing at this point wastes everyone's time and makes you look unprofessional. Nobody enjoys this part of the process and it can be emotionally draining for many people. Try to focus on how you'll feel when you start your new exciting role.

Always write your resignation letter beforehand as verbally outlining your reasons for leaving can leave you tongue tied and embarrassed. The letter should be succinct, polite and give thanks their help and support while you were employed by them. **It should NOT be bitter, angry or make accusations.**

This will help if you ever need a reference in the future and shows you're a professional operator. Some industries are very small and poor behaviour can spoil your future opportunities.

→ counter offer

Your current employer will not wish to lose you, it's much harder (and more expensive) to recruit and re-train new personnel. Counter offers are extremely common and your current employer may entice you to stay with more money or a new position. They may even say this pay increase or new role was already on the cards. This makes them look good and could make you second guess your decision.

At this stage you must ask yourself three questions:

- Why has it taken to get to this stage for them to offer you this increase in remuneration?
- Why did they not previously mention this change in role?
- Above all, remember your reasons for looking for a move in the first place!

Evidence shows that most people who accept a counter offer and stay at an organisation leave within 12 months. The underlying corporate culture is unlikely to change and your reasons for the initial move won't magically go away.

Agree a provisional departure date at the time of resignation. This can be flexible but it's best to set up a framework within which everyone can plan for the future. If you hope to leave before your official notice period ends, suggest targets to work towards that would allow for an early release from your contract. In the very unlikely event of the meeting turning sour, retain your professionalism and close the meeting at the earliest opportunity. Your manager may well need time to reflect on your news. A negative response will certainly strengthen your resolve that you're doing the right thing.

If a complication arises in the event of a counter offer, always speak to your recruitment consultant before making any decisions. Discussion with an independent professional can be extremely useful.

need to talk about it?

If you are thinking of a career change, or wondering about your options, call Constructive and talk things over with one of our recruitment experts.

In the meantime we hope that this brief guide helps you in your search for your next role. If you wish to discuss any of this advice in detail with one of our consultants, contact us on:

1300 553 436 or email: info@constructive.net.au

Good Luck.

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