



## Helpful Hints For Job Seekers

### Personal Presentation

Please give careful consideration to your personal presentation prior to your interview. This applies to interviews which may be with a prospective employer or an interview with a recruitment agency. **Remember that the interviewer does not know you and that first impressions make lasting impressions!**

- Be prepared - starting from the shoes up! Ensure that your footwear is clean and conservative.
- Dress conservatively rather than in the latest trendy gear.
- Ensure that your clothes are neat, clean and pressed.
- Always wear a clean, fresh shirt or blouse.
- A jacket is recommended. Men should always wear a tie.
- Wear minimal jewellery. Keep that trendy jewellery for the weekends.
- Make sure that your hands and finger nails are clean.
- Ensure that your hair is clean and neat. Carry a comb or small brush with you to ensure that your hair is well groomed.
- If you have a mobile phone, make sure that it is turned off before you go to your interview.

### Your Resume, References and Certificates

- Please ensure that your resume folder is completely up to date.
- Remember that from time to time you should revise the contents and remove outdated items.
- Always keep two copies of your resume, certificates and references in the back of your folder.
- It is good to include some written references from previous employers. If you are a school leaver, include your school reference.
- If you have had casual/part-time employment whilst attending school, include a reference from your supervisor.
- Keep the originals of your references in your folder together with two photocopies.
- Whether meeting with a consultant from a recruitment agency or with a prospective employer, make sure that you have a photocopy to give them of your resume together with your references.
- Keep the originals of any certificates in your folder. If you are a school leaver, this should include your School Certificate and/or your Higher School Certificate. Again, later in your career, you may choose to remove certificates from school or business college.
- Please ensure that your resume is in a standard format with no decoration! Please check for spelling errors.
- Your resume should consist of 3 pages maximum. Remember that the aim of the resume is to obtain an interview. It is not to tell the complete story of your life and working career.

### Application Letters

- Please ensure that your job application letters are typed in standard format.
- Make sure that all correspondence is grammatically correct and that there are no spelling errors.
- If you are handwriting an application letter, please make sure that your handwriting is very tidy and easy to read.
- Ensure that your email address is something inoffensive – you are trying to impress!

### Attending The Interview

- Rule number one is Never be late!!
- If you have been unavoidably delayed, please telephone the prospective employer to let them know and to ask whether it is still convenient to attend. It may be necessary to reschedule your interview for later in the day or another day
- If possible, try to find out a little about the company. If you have been recommended by a recruitment agency, your consultant can help you with this.
- Many companies have websites where you can access company information. Do some research and have a question or two about the company prepared for the interview.
- If you are required to complete an application form, remember to write legibly and neatly, try not to have "cross outs" and complete the form fully.
- Be polite and friendly and answer questions clearly.
- Be honest but positive with your answers. If you do not have experience in a particular area, it is best to be honest coupled with a positive note. e.g. "No I don't have experience on Excel but I would love to learn!"
- Always try to remain focussed when answering questions but try to avoid one word answers such as "yes" or "no". e.g.  
Q."Do you catch a train to come into the city?"  
A."Yes, I do. It is a very good, direct service from where I live and takes me only one hour."
- Remember to smile and to thank the interviewer for his/her time when leaving.
- On your way out, another polite tip is to smile at the Receptionist and thank her/him.

**Good Luck !!!**

**Cox Purtell Staffing Services Pty Limited** ABN 42 063 258 524

Level 16, 109 Pitt St Sydney NSW 2000 T 9231 3300 F 9231 3335 E [careers@coxpurtell.com.au](mailto:careers@coxpurtell.com.au)

Lvl 9 Avaya Hse, 123 Epping Road, Nth Ryde NSW 2113 T 8875 7799 F 9231 3335 E [northryde@coxpurtell.com.au](mailto:northryde@coxpurtell.com.au)

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