

SUBJECT GUIDE: JOB SEARCHING RESOURCES

Looking for a new role? We've drawn together some resources to help you in your search for your new job. Please note this information is general in nature and seeks only to share resources, not give advice.

General information about job-seeking websites

There are large numbers of websites that advertise job openings, which can be overwhelming. Here are a few things to keep in mind when choosing the best sites:

- Can the search be modified to a very broad or narrow geographic location?
- Does the site offer a wide range of jobs in the field you are looking to enter? In some cases, there might be a site that specialises in those types of jobs.
- Are you hoping to work for a specific company? In that case, checking that company's employment page frequently is beneficial.

Choosing a well-known website can be a good idea because it will attract the most companies looking to advertise their openings. The following are popular options:



Local resource websites



[Matchworks](#) is a Geelong-based jobs-seeking assistance company. Their Job Seeker page offers different resources for job-seekers of varying backgrounds including the unemployed, elderly, Aboriginal people, refugees, first time job-seekers, or those returning to the workforce after time away. You need a Centrelink account to register.



[People@work](#) is the job seeking resource page for the local company GForce, a job recruitment facility. There are some jobs listed on their page and they can be contacted for more personalised counselling.



[Geelong Careers](#) advertises job opportunities only available in the greater Geelong region. Searching can be modified by postcode, job type, or company.

Interview & resume skills

RESUMES

Indeed and Seek both contain dozens of useful articles on writing and improving your resume.



[Microsoft Word](#) also contains dozens of free, high-quality resume templates. To access them, simply open a new document in Word, type 'resume' into the search box then select the template you'd like to use

INTERVIEW SKILLS

The following websites have excellent and comprehensive information on all aspects of job interviews in an Australian context, from preparation to the interview itself.



[Seek](#) has a large selection of articles covering job interviews, as well as an extensive section on job-hunting more generally.



Like Seek, [CareerOne](#) has a dedicated page which contains a range of useful pieces that cover all facets of job interviews.



[Indeed](#) also has a wide-ranging and highly detailed selection of articles on job interviews, which is part of a wider, and similarly extensive, career advice section of its website.



The [Victorian State Government](#) careers page contains a short, useful set of general tips for job interviews.