

10 Tips for a Top Job Application

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1

Ring the contact person in the job ad to introduce yourself and ask questions about the job.

2

Address each job application to the contact person in the job ad.

3

Re-use your cover letters, but always add something to each one that relates to the job you are applying for.

4

Read the job ad carefully and make sure you add examples of the things they are looking for.

5

Check your spelling and grammar or ask someone to look over your application and check it for you.

6

Show enthusiasm and passion in your application. Tell the company why you want to work there.

7

Tell the truth about your skills and if there is a skill missing, let the company know you would be willing to learn or train.

8

Find two referees - ideally a current or recent manager. If it's your first job, try a teacher, sporting coach or another trusted adult who will speak highly of you.

9

Pay attention to the closing date on the job ad.

10

If you're not successful, ask for feedback and keep trying!