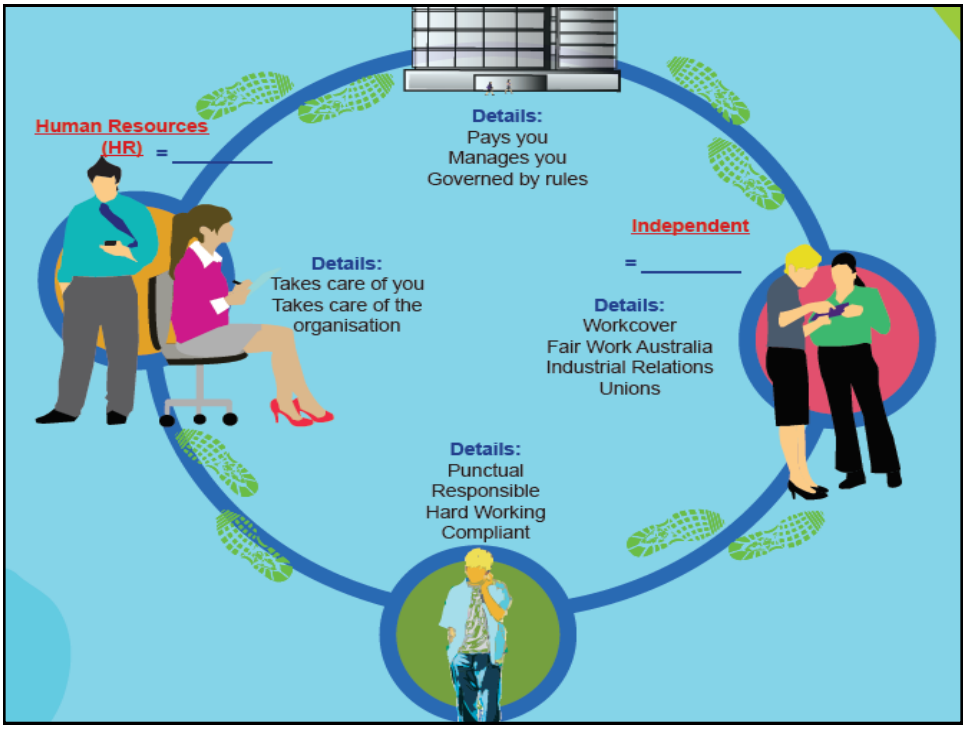

YOUTH
STEPUP
Reaching your potential


Make sure you
have the right
skills for the
right job


Human Resources (HR) = _____
Details:
Pays you
Manages you
Governed by rules
Independent
= _____
Details:
Takes care of you
Takes care of the organisation
Details:
Workcover
Fair Work Australia
Industrial Relations
Unions
Details:
Punctual
Responsible
Hard Working
Compliant


Tips
Get qualified
It's competitive so take it seriously
Go for things you're good at
Keep working hard and get help
if you need it
Put your best foot forward,
be persistent


Tips:
Resumés are a marketing tool, marketing a very important product, YOU!


Tips
Your Resumé needs to:
Be clean, clear and typed
Give a good impression in a short time
Be concise
Only include relevant information (no personal information)
Focus on your best points and achievements
Be well set out
Include examples
Be no longer than 2 typed A4 pages
Be stored in a presentation folder


Ways to show
POSITIVE body language
Remember...
Your body language will always speak louder than your words!
Do not cross your arms
Give a firm handshake
Look the interviewer in the eye and smile
Walk into the interview confidently – upright stance
Lean slightly forward to convey interest
Maintain eye contact
Sit up straight – don't slouch