

Job application process



1. Enquire about the job

If you have any question about the job, call the employer and ask.



2. Write a Cover letter

- Express your interest in the position
- State your relevant skills/experience.



3. Write a Curriculum Vitae (CV)/Resume

- Personal details
- Education and qualification
- Work experience
- Other skills



4. Attend an interview

- Tell more about yourself
- Discuss your skills & experience



Support provided by **jobactive** or employment service:

- Give you correct information about available jobs
- Job search skills (e.g internet)
- Assistance with cover letter, resume writing and interview preparations
- Assistance with job applications
- Pay for certain training or work equipment (e.g work boots)

It is very important to attend appointments with your employment service.

Your Centrelink income might be suspended if you fail to attend appointments.