

# 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.