

# Finding Jobs

Use a focused search strategy rather than applying everywhere.

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| <b>1</b><br>Context                                                                                  | <b>WHY THIS MATTERS</b><br>Finding the right role is easier when you understand what excites you, know where to look and how to recognise opportunities that match your goals.                         | <b>A SIMPLE PATHWAY</b><br>→ Identify your industry<br>→ Career services<br>→ Company websites<br>→ LinkedIn<br>→ Job boards<br>→ Events & networks                              | <b>KEY TAKEAWAYS</b><br>■ Start with industries and employers that genuinely interest you.<br>■ Use university, TAFE and school career services.<br>■ Track every application.<br>■ Apply early and follow the instructions carefully. |
| <b>2</b><br>Insight                                                                                  | <b>EMPLOYER INSIGHT</b><br>Many opportunities come through visibility, relationships and timing — not just advertised job boards.                                                                      | <b>TOP TIP</b><br>Understand what industry excites you and be targeted in that space before moving further afield.                                                               |                                                                                                                                                                                                                                        |
| <b>3</b><br>Action                                                                                   | <b>WHAT TO DO</b><br>✓ Set up job alerts for your target roles.<br>✓ Research each organisation before applying.<br>✓ Keep a simple application tracker.<br>✓ Ask contacts about entry-level pathways. | <b>WHAT TO AVOID</b><br>■ Only searching one website.<br>■ Applying without reading the full job description.<br>■ Missing closing dates.<br>■ Giving up after a few rejections. | <b>QUICK CHECKLIST</b><br>■ Target employers listed<br>■ Job alerts created<br>■ Application tracker started<br>■ Closing dates checked<br>■ Documents ready                                                                           |
| <b>REFLECTION</b><br>Which three employers or industries do you want to learn more about this month? |                                                                                                                                                                                                        |                                                                                                                                                                                  |                                                                                                                                                                                                                                        |
| <b>YOUHIVE TIP</b>                                                                                   | <b>Select the industries and types of organisations you want to work for in your YouHive profile and see those roles first.</b>                                                                        |                                                                                                                                                                                  |                                                                                                                                                                                                                                        |