

Struggling to find a job? – 10 tips to find success

Tip 1 - Recognise that what you've been doing is not working and be willing to make some changes. This is not to say that your strategies couldn't work or haven't worked for other people. But right now, for whatever reason they are not working for you.

Tip 2: Undertake volunteer work and include it in your resume. If you are looking for a job, you need relevant, current work on your resume. So, if you're an out of work HR person, volunteer to update a company's employee database. If you're a journalist, offer to help a high school put together a newsletter. Check out [seeks volunteer site](http://www.volunteer.com.au/) for ideas that suit your background and take action today!

Tip 3: Pull all your resumes down off the job boards. The reasoning behind this, is that when recruiters search these boards – they have the option to pull up only “fresh” resumes. If yours has been up for a while, it's time to take it down for a couple of weeks. Then re-post it along with your new volunteer experience.

Tip 4: Evaluate if jobs in your field will be available in the future. It doesn't matter how good you are at a particular job, if no one needs that work done any more, you won't get rehired. If your field is a dead one, it's time to retrain.

Tip 5: Work out what jobs are available. Who is hiring and what skills do you need for those jobs? Are they vastly different from what you already know? If you've been in publishing but your area has a vast number of finance opportunities, do you think you could learn the relevant skill, and is it worth looking into training? Are you flexible to move where the job openings are?

Tip 6: Ask for an informational interview. Ask someone for 20 minutes of their time, either over the phone or in person. Say, I've been working in publishing for the past 9 years, but I'm looking for a big change. I would really appreciate if you could tell me a little bit about what I need to become a This is not a time to sell yourself, this is a time to learn.

Tip 7: Learn a new skill. Whatever it is you know, it isn't enough right now. This does not have to cost anything. For example, you can learn microsoft skills and other interesting courses for free: www.gcflernfree.org

Tip 8: Don't be too picky. The reality is, the high paying job that you once had may not be back for years. You may well need to compromise to get the opportunity you want and your foot in the door.

Tip 9: De-clutter your online presence. Make sure you aren't tagged in any untoward photos on Facebook. Update your LinkedIn profile and confirm that it does not have information you wouldn't want to bring up in a job interview. Ask yourself, “What would people think of me if they were judging me on my online presence?”

Tip 10: Treat your job search like a full time job. Every day, you should be doing something to further your job search. This can be expanding skills or setting up informational interviews. Ask yourself, “how will what I am about to do help me get a job?”