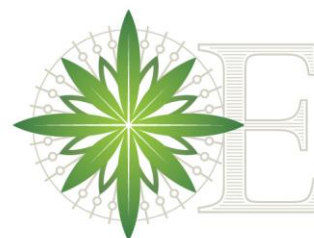


### **Job Search Strategies**

It can sometimes be hard work locating your perfect job. This can be made more difficult with up to 75% of job vacancies not being advertised. To give you the best chance of locating your dream job it is important to put a job search strategy in place. This process can be commenced before you complete your studies. The methods you can utilise as part of your job search strategy include:

- Access the [Job Application video](#) to find out useful information.
- Analyse your skills, interests, accomplishments, experience, goals and values that you will be highlighting to an employer when meeting with them in person or when you construct your resumes, cover letters or have an interview.
- Know what employers want. When employing graduates employers often analyse candidates interpersonal and communication skills, teamwork skills, leadership skills, work experience and industry knowledge, drive and commitment, their values and extra-curricular activities.
- Research the career you want to pursue after you complete your studies. This can include self-employment or researching the different businesses that you would like to work for.
- Access the Endeavour College's Careers Service [Job Application resources](#).
- Prepare quality [resumes](#) and [cover letters](#) that match the employment opportunities you are targeting.
- Look for advertised vacancies. Job vacancies can be found on the Endeavour Colleges [Online Jobs Board](#) or other online Job Boards. Record your job search criteria on these sites so you can be emailed job opportunities when they are posted.
- [Cold Calling](#) employers to introduce yourself and to find out about future employment opportunities within the company even if they are currently not advertising any vacancies.
- Network with friends, family members, college academics, fellow students, Endeavour College careers service, and professional associations to see if they are aware of any employment opportunities. Ask the people that you connect with to contact you if a job becomes available. This should also include joining credible online networks such as LinkedIn and following companies on Facebook or Twitter.
- Maintain records of employers you have contacted and keep in touch with them if they indicate they have an opportunity becoming vacant in the future.
- Plan for your [interview](#).
- Be persistent and remain positive with your job search strategy and remember other people are going through the same process and it will be a rewarding experience when you are successful and become employed in a role that matches your career goals.

Apart from the Careers Service resources other employment preparation sites that can assist you in your job application preparation and performance include:



Endeavour College of  
Natural Health  
ABN 57 061 868 264

Adelaide  
88 Currie Street  
Adelaide SA 5000  
T: +618 8410 1975  
F: +618 7201 4117

Brisbane  
Level 2  
269 Wickham Street  
Fortitude Valley  
Brisbane Qld 4006  
T: +617 3257 1883  
F: +617 3257 1889

Gold Coast  
105 Scarborough Street  
Southport Qld 4215  
T: +617 5503 0977  
F: +617 5503 0988

Melbourne  
Level 1  
368 Elizabeth Street  
Melbourne Vic 3000  
T: +613 9662 9911  
F: +613 9662 9414

Perth  
Level 1  
170 Wellington Street  
East Perth WA 6004  
T: +618 9225 2900  
F: +618 9225 2999

Sydney  
Level 2  
815 – 825 George Street  
Sydney NSW 2000  
T: +612 8204 7700  
F: +612 8204 7799

endeavour.edu.au

- [Graduate Careers Australia](#)
- [Graduate Opportunities](#)
- [UniGrad](#)
- [KellyServices](#)
- [Quintessential Careers](#)
- [Seek](#)
- [CareersOnline](#)
- [Career Advice Monster](#)
- [Robert Half](#)