

Applying for your first job!

4 steps to help you start your employment journey



Step 1: Find a job that suits you

List your skills and interests to find a job that suits you. Doing an aptitude test is a great way to start - you can find these tests on google.

Step 2: Create a resume

Resumes show your skills to an employer.

Include:

- Work experience
- List your employable skills
- Contact details.



Step 3: Create a cover letter

A cover letter tells the employer more about you.

Include:

- Your experience
- What you will bring to the role
- Why you are interested in the job.



Step 4: Prepare for your interview

Being prepared is the best way to succeed in an interview. Practice your answers before you go.

