

Note: If reading is hard for you, you can talk to us instead. Call 6262 5400



Tip Sheet:

Helping you to find work during and after Covid-19.

Right now, tens of thousands of Tasmanians like you are finding themselves without work, many due to the coronavirus Covid-19. Now and always, Workskills is here to help.

Who are we?

- Workskills is 100% Tasmanian, and we have been helping the local community find work for over 37 years.
- We have 8 sites in Southern Tasmania.
- Because we are part of the community we have strong relationships with local employers and training organisations. This means we are experts at helping Tasmanians like you find and keep work.
- We also run as a not-for-profit, which means that any profits we make we put back into the community in Southern Tasmania.

What can you do now?

By preparing now, you will have a head start on what will be a very competitive job market.

There are still job vacancies around right now, so once you are registered with Workskills, we may even find you work sooner. We help you to find work that is right for you, so you have the best chance of keeping your job long-term.

We know that Centrelink may not have asked you who you would like to be your service provider yet. It may take some time for them to get to you. While you are waiting there is a lot we can help you with, even before you register with Workskills.

So check out these steps and resources, give us a call if you need help. When Centrelink asks who you would like your jobactive provider to be, tell them you would like to go with your locally owned and operated provider - Workskills.

Steps to finding work:

Step 1: Access government support

Many people are finding themselves in a position where they need government assistance just to get by. The Australian government has set up several support packages to assist, but in order to access them and register as a jobseeker, you will need a myGov account.

There is a handy step-by-step guide and video which will take you through the process here [Create a myGov Account](#)

Do you have a myGov account? Great! Next you'll need to [follow the instructions here](#) to register your claim.

Actions:

1. Create myGov account
2. Register your intent for Job Seeker payment on myGov
3. Link your myGov to jobactive Job Search

Step 2: Update your resume

Employers will almost always ask to see your resume, or curriculum vitae (CV). A resume and a CV used to be quite different, but these days, they are considered the same thing.

A resume is a short document that shows your talents, experience, education and capacity for work. It summarises your working life, with some other relevant personal information added as well.

It is important to keep your resume up to date, and relevant. It is also important to tailor your resume for each job you apply for. Some people have a resume template for each industry or type of role they are aiming for, and then tailor them further to suit each job when it comes up.

For example, you might be interested in both retail and hospitality. You could put together one resume which highlights your retail experience, and one which highlights your hospitality skills. Then, when a job comes up at a cafe, you would take your hospitality template and add in some more details specific to that employer and role.

We have a great tip sheet to help you write your resume here.

Actions:

1. Write or update your resume
2. Get someone you trust to look over it for errors
3. Send it to us here at Workskills so we can review it. When you are signed up to Workskills we can add it to your file

Step 3: Look for work

Once you have a great resume, you are ready to get out there and find work. We know, it's a tough market out there. To find a job right now, or to be one of the first people to get back into the workforce after Covid-19 has passed, you will need to actively find the work, and keep trying even if you have knock-backs.

Many people think that they can just send in resumes through a website or app. It is very unlikely that you will find work that way. We have put together a Tip Sheet to help you to navigate the job market in Tasmania and find the work before many other people.

Actions:

1. Begin your job search - use our Tip Sheet to help you. Remember to tailor your resume and write a cover letter
2. Keep looking
3. Stay positive

Step 4: Ask us for help

Our team at Workskills is here to help and this is just a small sample of what we can do to support you gaining employment.

In order to access our full range of support you will need to be assigned to us through Centrelink, so when you're asked to choose a jobactive provider, think of the Tasmanian company helping Tasmanians – Workskills.

If you are looking to access our service or just need some direction, contact our team at Workskills on **6262 5400** or emailing Employment@workskills.org.au

More information

Here are some useful resources if you need to know more:

Workskills Tip Sheets

- [Putting a Resume Together](#)
- [Writing a Cover Letter](#)
- [Navigating the hidden job market](#)
- [Responding to Selection Criteria](#)
- [Responding to Job Ads by Phone](#)
- [The Interview Process](#)

Government Websites

- myGov: my.gov.au
- Services Australia: servicesaustralia.gov.au
- Job Search: jobsearch.gov.au
- Jobs Hub: dese.gov.au/covid-19/jobs-hub

Workskills contact details

- Phone: 6262 5400
- Email: Employment@workskills.org.au