



# Best of the web: JOB STUFF

## HOW TO WRITE A KILLER RESUME

Find out **how to write a killer CV** and some common mistakes to avoid. (Hint, don't use comic sans).

**The top five dos and don'ts.** Turns out cute\_gal\_4eva@hotmail.com isn't a super professional email address. Who knew?!

Make sure your resumé ticks all the boxes, with this **handy checklist from jobjumpstart**.

Uh oh, you've got no experience? That's cool, here are **tips to help you stand out** even if you're a total rookie.



## WHAT EXACTLY IS A COVER LETTER?

A cover letter, say what? **Here's a simple guide** to get you up to speed.

Trying to find a job, but **don't have any experience?** **Check this CV out.**

## I'M LOOKING FOR A JOB - NOW WHAT?

**JobActive** is website that connects jobseekers with employers. There are loads of jobs advertised - from admin work, to marketing jobs and way more!

Start looking for your dream job at **Careerone**, **Seek** and **indeed**.

Get paid and feel good about it. **EthicalJobs** brings together people and organisations that want to make the world a better place.

Feeling like a real go-getter? **Try cold calling using this template** and hit up potential employers for a job - even if they haven't advertised they're hiring.



## TRAIN ME UP

Search for, and compare, training and apprenticeship opportunities using the **MySkills website**. It's also got some hot tips on what courses and skills are more likely to get you hired.

**Find out what training you'll need to land your dream job.** You can also explore career pathways to see what courses and training options suit you best!



## GOT AN INTERVIEW?

Here's **all the common interview questions**, and good tips on how to answer them.

Rehearse, rehearse, rehearse ... and other **phone interview tips**.

The complete guide to acing interviews - **preparing for your interviews**.

Visualise and take a deep breath: HuffPost have **tips from an interview expert**.

## VOLUNTEER SUPERSTAR

Suss out **volunteering opportunities** near you.

Here's **7 benefits of volunteering**.

Not too sure what **the definition of volunteering** is?

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