

What's happening at Definitive Applications and Resumes



We have just launched our new-look website and updated our content. The idea was to have a clean-looking site that was easy to use. If you haven't already done so, check it out and give us your feedback.

On Facebook we have a poll going about your preference for workshop attendance. Jump onto Facebook – search for Definitive Applications and Resumes – and let us know your thought. While you're there, why not give us a like!

New services



Interview coaching is one of the new services on offer. This is an experience that is as close to a real interview scenario that you can get. As part of the coaching you receive a copy of the Interview Coaching –

Government eBook. We use the role description for the position you are applying for to prepare some typical sample questions that could be asked in an interview situation. You get to review the questions and then you get interviewed over a video call and we provide feedback at the end.

It is widely known that the best thing to prepare for an interview is exactly that – be prepared. This coaching will help you prepare and identify areas for improvement.

Resume review is another addition to our menu of services. Think you have your resume pretty right but just want another set of eyes, then this service is for you. One of our experienced writers will review your resume and call you to discuss your document. Should you decide you need some extra help, then we can create a new resume for you with the price of this service deducted from the full cost of creating a resume.

Testing

Prior to launching an online coaching program about resumes and cover letters, we enlisted the help of 11 people to take it for a test drive. This course goes through each step of creating your resume or cover letter in detail, with lots of hints and tips along the way. At the end of the program, we review your documents and provide comments as necessary.



Feedback so far has been positive and there are few areas that need polishing up. It is hoped to offer this online course around 1st August.

Tips from us

Check your social media and make sure there is nothing on there that is available publicly that you wouldn't want potential employers to see. Employers and recruitment agents may check social media when reviewing potential applicants. It's a good idea to check your profiles as a visitor and even do a Google search of yourself to see what information comes up. That way you are aware of what is out there and if needed, you can manage this as required.



76 percent of resumes are discarded for having an unprofessional email address. Crazycatperson@email might have sounded like a great idea at the time. There are loads of free email services available out there, so make a change to the email address you are using to get a job if you need to.

Hungry for more?



Check out our recent blog posts on daar.com.au. Lauren Karan, Recruitment Executive at Appoint Pty Ltd, lets us in on the secret to writing winning selection criteria responses and how to sell yourself in a job interview.

We also let you know how you can use life skills to your advantage in a job application and preparation for a job interview.