

First Job Checklist

Everything students and first-time job seekers need to get ready, apply, and prepare for the interview.

Before you start

- Set up a professional email address based on your name.
- Record a short, clear and polite voicemail message.
- Get a Tax File Number (TFN) — it's free from the ATO.
- Open a bank account so you can be paid (a parent can help if you're young).

Get your application ready

- Write an entry-level resume — you can do this even with no experience.
- Ask two referees, such as a teacher or coach, for permission to list them.
- Write a short cover letter you can adapt for each job.
- Save your files with clear names, like Firstname-Lastname-Resume.

Where to look

- Search job boards for "no experience", "casual", "part time" or "student" roles.
- Let family, friends and neighbours know you're looking for work.
- Drop a printed resume into local shops and cafes during quiet times.
- Ask your school careers advisor about local openings.

When you apply

- Read the job ad closely and use some of the same words in your application.
- Follow the instructions and send exactly what they ask for.
- Proofread everything, and ask a parent or teacher to check it too.
- Keep a note of where and when you applied.

Interview and trial shift

- Plan neat, tidy clothes and know where you need to go.
- Arrive a few minutes early.
- Prepare a few answers and one or two questions to ask them.
- Be ready for a possible trial shift.
- Send a short, polite thank-you message afterwards.

Notes

Write it with these free JobCall tools

Short Job Application Message Generator — jobcall.com.au/tools/short-job-application-message-generator

Job Application Follow-Up Generator — jobcall.com.au/tools/job-application-follow-up-generator

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