



## working for everyone

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# How-to Guide | Using job search websites

### Use this guide to help you:

- Find Australian job search websites
- Set up job alerts, so you are notified when relevant positions come up
- Apply for a job online

## Step 1 | Find job search websites

Employers and recruiters use job search websites to advertise jobs and connect with job seekers.

These Australian websites list a wide range of jobs and are free to use:

- **Australian Job Search** <https://jobsearch.gov.au/>  
A government-funded website for jobseekers
- **Seek** [www.seek.com.au/](http://www.seek.com.au/)  
One of the most popular job and career sites. You can sort jobs by salary, location and classification.
- **Career One** [www.careerone.com.au/](http://www.careerone.com.au/)  
Similar to *Seek*. Both sites also feature tips and advice on how to apply for jobs.
- **Indeed** <https://au.indeed.com/>  
Collects job listings from many different employment websites and creates one list for you to review.
- **Simply Hired** [www.simplyhired.com.au/](http://www.simplyhired.com.au/)
- **APS Jobs** [www.apsjobs.gov.au/](http://www.apsjobs.gov.au/)  
Jobs in the Australian Public Service.

- **Careers@VicGov** <http://careers.vic.gov.au/>  
Jobs in the Victorian Government.
  - **Ethical Jobs** [www.ethicaljobs.com.au/](http://www.ethicaljobs.com.au/)
  - **Probono Australia** <https://probonoaustralia.com.au/jobs>  
Jobs in the community, non-profit and environment sectors.
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## Step 2 | Searching for jobs and setting up job alerts

Job search websites let you search for jobs based on location, industry and the type of work (full time, part-time or casual) you would like.

You can also use keywords to narrow your search.

You can set up a job alert so that similar jobs are emailed to you automatically once a day or once a week.

This will alert you to new jobs when they are posted, and saves you from visiting the website every day.

### **Australian Job Search:**

You can browse jobs on the [Australian Job Search](#) site without registering, but you will need to register if you want to apply for jobs or set up job alerts.

If you need help using the site, visit <https://jobsearch.gov.au/how-to-guide> to get started.

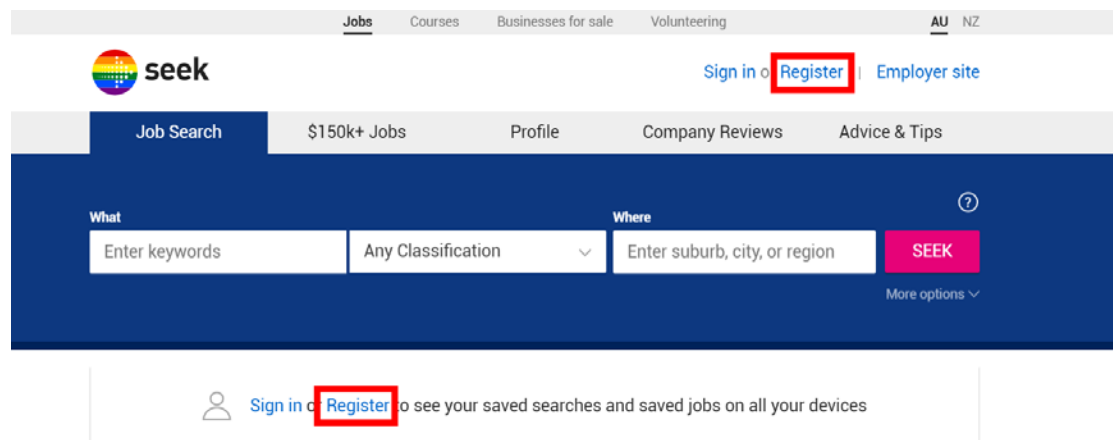
## Seek:

Seek is a good example of how job search websites work. Here is a guide on how to use Seek and get the most out of job search websites.

### Getting started

Registering on Seek will allow you to save your searches and set up job alerts. Visit [www.seek.com.au](http://www.seek.com.au) and click 'Register'. Once you have registered you have the option to create a Seek profile that outlines your skills and work history.

Example: The Register button on seek:



Example: How to register your details on *Seek*:

The image shows the 'Register' form on the Seek website. The form has a title 'Register' and a link 'Are you an Employer?'. It contains several input fields: 'First name', 'Last name', 'Email', and 'Password'. The 'First name' field has a red error message: 'First name can't be blank'. The 'Password' field has a red error message: 'Password requires at least 7 characters'. Below the form, there is a 'Register' button and a link 'Already have an account? Sign in'.

## Searching for jobs

Search for jobs using keywords, industry, locations or work types.

Here is an example for a job search in construction.

The keyword is 'construction'

The industry classification is 'construction'

The location is in 'all Melbourne Victoria'

The work type is "part time" work

The screenshot shows the Seek website interface. At the top, there is a search bar with the following filters: 'What' (construction), 'Where' (All Melbourne VIC), 'Part time' (selected), 'paying \$0' to '\$200k+', and 'listed any time'. Below the search bar, there are buttons for 'Full time', 'Part time', 'Contract/Temp', and 'Casual/Vacation'. The search results show 13 jobs found, sorted by relevance. The first job listing is for a 'Construction Management Lead' at AusNet Services, located in Melbourne, CBD & Inner Suburbs. The second job listing is for a 'Health and Safety Officer' at a Private Advertiser, located in Melbourne, Eastern Suburbs. On the right side of the page, there is a yellow box containing a 'Create alert' button and a photo of a man wearing a hard hat.

- **Keywords** can help to narrow your results. They could include company names, specific skills or even work culture (e.g. 'Aldi', 'welding' or 'family').
- If you like the kind of jobs that your search has found, you can enter your email and click '**Create alert**' so that searches like this are sent to your email as a job alert.

### Step 3 | Applying for a job

When you find a job you'd like to apply for, click **Apply for this job**. You will either open a Seek application page, or be taken to the recruiter or company's website.

You'll need to be ready to provide information about yourself and your work history, and then attach your resume and cover letter.

You can also save your resume into your Seek profile so that it is easy to add to job applications.

Our [Applying for advertised jobs](#) can help you prepare these.

When you have attached all required documents, click **Submit application**.

#### Handy hints:

- Jobs you apply for will be automatically saved to your Seek profile.
- You can also automatically add these jobs to your Job Search Effort to meet Centrelink requirements. Watch the video at <https://jobsearch.gov.au/how-to-guide> to learn how.

**Example:** Applying for a job on a job search website

The screenshot shows the Seek website interface. At the top left is the Seek logo. To the right are links for 'Sign in or Register' and 'Employer site'. Below this is a navigation bar with 'Job Search' highlighted, and other options like '\$150k+ Jobs', 'Profile', 'Company Reviews', and 'Advice & Tips'. The main content area features a job listing for 'Mature Age Carpentry Apprenticeship' by 'Amrick Specialist Contractors'. On the left is a large image of the Amrick logo with the job title and a note: 'To be considered for this role you must apply by attaching your resume and a cover letter detailing your experience or suitability for the role. Any applications without this will not be accepted.' On the right, there is a prominent pink button labeled 'Apply for this job', which is highlighted with a yellow border. Below this are buttons for 'Save job' and 'Send job'. Further down, job details are listed: '13 Sep 2017', 'Melbourne CBD & Inner Suburbs', 'per hour', 'Part Time', and 'Construction Other'.

**Example:** Details needed for job application

**Personal details**

**Email**

**First name** **Last name**

**Phone (mobile preferred)**

**Example:** You may need to give some details about your experience and previous jobs

**Most recent role**  I'm new to the workforce

**Job title**

**Company name**

Still in role

**Started**

Month  Year

**Example:** Documents needed for a job application. You will be asked to upload your resume and cover letter

**Documents for this application**

Files can be up to 2MB for file types .pdf .doc .docx .rtf .txt.

Helpful [writing tips](#) and [privacy info](#).

**Cover letter**

Upload a cover letter

Write cover letter

Don't include a cover letter

**Resume**

Upload a resume

Don't include a resume

**Find related guides on our resources page**

[www.workingforeveryone.com/resources](http://www.workingforeveryone.com/resources)

The following guides might also be helpful. Find them on our [resources page](#)

- **Applying for advertised jobs**
- **Finding jobs that are not advertised**
- **Using social media for your job search**

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