# **HOW TO FIND THE BEST WORK**

Jobseekers want more information on internships, switching jobs and the age-old problem of how to get experience.

**Jobseekers**

Knowing where to start when looking for a new job often is the biggest problem facing jobseekers. Six of the most common questions posed by CareerOne readers have been put to six employment experts, who have provided their advice on how to develop a career. Whether starting out on a working life, changing jobs in an established career or seeking new and better opportunities, the advice applies to workers across industries and occupations.

**Get a job interview**

The job seekers who apply for a position and get called in for an interview have a resume which stands out from the rest. The best way to get your resume noticed is to put the responsibilities and achievements from the worker’s current or most recent job at the top of the resume. If for example the employer is looking for specialist accounting skills, get to the point and state clearly that not only do you have those skills, but what you have achieved by using them.

**Ask for a transfer**

Employers would soon find themselves in hot water and without staff if they were to attempt to dismiss someone for simply asking for a transfer. So workers should feel comfortable enough to approach their employer to discuss the possibility of a transfer within the organisation. Workers should be careful not to be seen to ask purely out of self-interest, so the proposal for a transfer needs a business case on how the employer benefits from the move in a material way.

**Get experience**

The employability skills gained through experience, such as communication, teamwork, problem solving and customer service can come from several sources. Consider volunteering for an organisation that has a good culture, perhaps even in your field of interest, with the view of developing employability skills and collecting a reference. Some companies offer professional internships for short periods of time, which provide experience in specific fields and the chance to develop specific skill sets. School students should make the most of work experience week. Don’t just to go to mum or dad’s business for a week off school. Consider a part-time job, particularly with an employer which has a recognised staff training program.

**Find an apprenticeship**

An apprenticeship is a contract between an apprentice and an employer, who trains and employs the apprentice in a trade. The first step is to find an employer who is willing to employ and train you for the duration of the apprenticeship. The chances of gaining an apprenticeship may be improved by contacting employers directly, checking newspapers and job websites for vacancies or seeking advice from a career adviser.

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Adapted from[*http://career-advice.careerone.com*](http://career-advice.careerone.com)