



# An exciting new interactive website!



**youth job search program**

**[www.job-first-steps.net](http://www.job-first-steps.net)**

## **Build self-awareness and confidence ... win that job!**

Learn how to:

- Work out what you are good at and what you would enjoy doing for a job
- Start the job hunting process
- How to use job boards
- Put a résumé together even if you have never worked before
- Write covering letters
- Work out what job ads are really asking
- Prepare for an interview
- Answer typical interview questions
- Develop a list of your own interview questions
- Choose referees
- Work out if a job offer is right for you
- Negotiate a fair pay structure and conditions
- Develop job/life goals



**Lots of fun downloads  
Try out the self-awareness exercises.**

The First Steps Youth Job Search Program is a joint initiative between The Rotary Club of Huon Valley Inc. (Tasmania) and The Rotary Club of Southbank Inc. (Victoria)

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