

NorthEast JOBS

Circulating in Wangaratta, Myrtleford, Bright, Mt Beauty, Beechworth, Yackandandah, Rutherglen, Chiltern and districts

To place an ad, phone 5723 0101 or email classifieds@nemedia.com.au

www.northeastjobs.com.au

Match your resume with the job

If you read the job posting carefully, you will find hidden inside the information about the position.

There are some useful points in a job posting you can use when writing a professional resume and cover letter.

In fact, you can use the information the company provides to make resumes that get you hired by matching it up with precisely what they are looking for.

Here are some tips for tweaking your resume to match the position you are trying to obtain.

Match your skills to the posting

Most job postings are full of skills necessary to perform the job properly. First, remember you most likely don't need

to have mastered all the skills they are seeking. Don't disqualify yourself if you don't have all the ones listed. Think about your skills versus the ones they are looking for and ask yourself these questions:

- Do I have most of the hard and soft skills mentioned?
- Do you have the experience or knowledge needed to do the job?
- What is your success rate and experience with the skills in the past?
- What other complementary skills do you possess?

Many skills can fall under broader categories, so you can compare your present skills and level of experience to what the company needs.

When you are writing a professional resume, include the

skills related to what is listed, as well as your skills sets and experiences that are complementary to what they are looking for.

Match your attribute with their description

Often, the job posting will list soft skills, or attributes the employer wants to see in a potential candidate. They use words like self-starter, ambitious, team player or organized. As you are reading the job description, think about the characteristics they listed and which ones may be applicable for you.

Can you think of examples in your work history that are demonstrations of these specific attributes? The point is to make a connection with the company between what they want and what you have to offer.

Use the attributes from the job listing on your cover letter and resume, if applicable.

Match Specific "Buzz" Words with Their Listing

When reading through the job listing, pay close attention to words that repeated frequently through. These might be skills or other keywords they use. For instance, do they consider themselves a business? An organisation? A company?

Make sure you use these terms when drawing up a resume and cover letter.

Resumes that get you hired will have the same tone and terminology the hiring agent uses in their descriptions of the job and qualifications they provide.

You can learn a lot about the company by the tone they use

in the description, and you'll get a sense of being a good fit for the position.

Using the same language, they use will demonstrate to them, you are the perfect match.

Whether you are writing your own or hiring professional executive resume writers, it's beneficial to know how to use your resume to show how well you match the position.



SOUS CHEF OR EXPERIENCED COOK
for a full time position at the Hibernian Hotel Beechworth.
Call Peter 0429 196 354 or email resume to contact@hibernianhotel.com.au

Credit Card & Eftpos facilities
VISA MasterCard
Why not charge your advertisement to Mastercard or Visa?
5723 0101
WANGARATTA
Chronicle

Alpine Spirit
HIGH COUNTRY COACHES
Due to high demand - We are seeking full time seasonal or casual bus drivers for the 2021 snow season.
• Driving Mt Hotham or Dinner Plain village shuttle buses
• Quality Accommodation and meals provided
• Must have HAA (Hazard Area Authority) snow license for Mt Hotham
• Award wages with great conditions
• Ongoing work (outback safari touring) available to the right candidate after the snow season
Please send cover letter and resume to office@alpinespirit.com.au

NEWTON Bros TRANSPORT
Newton Bros Transport is seeking a HC Interstate driver for General Freight work between Melbourne and Newcastle daily.
Truck to be based at our Wangaratta depot over weekends.
- Late model truck
- Paid weekly
To be successful for this role:
- Excellent attitude and presentation
- BFM Accreditation
- Hold min HC licence
- Have experience correctly restraining loads
- Good reliability and attendance
- Clean driving history
- Ability to pass driver medical
- Non smoker
To register your interest please email: nbtransport7@gmail.com or phone (03) 5722 1671.

Medical Receptionist
A busy general practice in Wangaratta is seeking a Medical Receptionist. Permanent part-time position of 16 hours per week with the ability to cover leave as necessary.
Please send resume to ely@netspace.net.au
Job description available on request.



EXCITING OPPORTUNITIES WITH ALPINE SHIRE COUNCIL

- General Purpose Gardener (Bright) - temporary full time role
- Library Services Coordinator - part time permanent
- Maternal and Child Health Nurse and Coordinator opportunities
- Open Spaces Team Leader (Bright) - full time permanent

Visit www.alpineshire.vic.gov.au/council/careers to find out more

ADEPT RECRUITMENT
ACSC 09241 507
Staff Recruitment Solutions
DENTISTS (LOCUMS)
Required in WA at the following locations:
Bunbury, Albany and Geraldton Accom., flights and car provided.
Payment provided during quarantine.
Contact Tony on 0417 034 421.

JOBS AT INDIGO
INDIGO SHIRE COUNCIL

Youth Mental Health Change Agent
• Beechworth Location
• Full time, Fixed Term (June 2022)
• \$79,149 - \$86,446 per annum, plus super
Applications close 4pm Friday, 23 July 2021

Coordinator Capital Works (New Position)
• Beechworth Location
• Full time, Permanent
• \$88,274 - \$99,008 per annum, plus super

Plant Operator/Road Maintenance Worker
• Yackandandah Location
• Full time, Permanent
• \$62,415 - \$65,659 per annum, plus super

Road Maintenance Workers
• Yackandandah & Rutherglen Locations
• Full time, Permanent
• \$58,170 - \$61,948 per annum, plus super
Applications close 4pm Friday, 16 July 2021

Visit www.indigoshire.vic.gov.au/jobs to download the position recruitment kits and to view instructions on how to apply.

www.indigoshire.vic.gov.au
Phone: 1300 365 003

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O'BRIENS
HEATING | COOLING | PLUMBING | REFRIGERATION
Experienced Electrician
O'Brien's Plumbing Air Conditioning and Electrical are a growing business which prides itself on having a great working environment for their employees. We pride ourselves on completing the highest quality Electrical workmanship and client satisfaction in the Wangaratta and surrounding areas.
We are currently seeking experienced Electrician to join a professional and driven team.
The role involves residential, commercial, communications, air conditioning and industrial installations and maintenance.
Skills and Qualifications
• Have a minimum of 3 years' experience as an electrician preferred
• Communication qualifications preferred.
• OHS Construction White Card
• Must have own hand tools.
• Must be hardworking, trustworthy and able to work as part of a team.
• Good communication skills.
• Great remuneration and growth opportunities exist for the right candidates.
• Hold and maintain a current Victorian drivers license.
If you are motivated, reasonable and have a good work ethic and meet the above requirements, please apply by email to paul@obrienselectrical.com.au

northeastjobs.com.au
north east
regionalextra

Journalist Career Opportunity Full time

North East Media, an award-winning publisher of community newspapers, has a full time position for a graded journalist based in our Myrtleford office in North East Victoria.

We are seeking a journalist with previous country newspaper experience to produce our weekly Myrtleford Times and Alpine Observer, servicing the picturesque Alpine Shire communities of Myrtleford, Bright and Mt Beauty.

The position requires a journalist with a strong work ethic and well-rounded skill set, who has a passion for community newspapers and a real desire to work with volunteer contributors.

Excellent writing, editing, photographic, communication, time management and organisational skills, and the ability to generate ideas into relevant news coverage that matters most to a local readership, will be among your strongest attributes.

The ability to use social media and deliver high quality work under deadline pressure are also a must.

The successful applicant must also have a valid driver's licence.

North East Media is an independent media group publishing award winning publications in print and online across North East Victoria and beyond.

Applications, including covering letter and resume, should be forwarded to:

Jeff Zeuschner
Group Editor
North East Media
jzeuschner@nemedia.com.au

NEM NORTH EAST LOCAL NEWS AND MEDIA
Times Observer