

Top 5 Tips for nailing your 1st job



Given that your first job is likely to be part-time and short lived, your steps to securing a role are likely to be less formal than your first 'real' career position.

However, you still need to be polite, respectful and humble. The person interviewing you might be young and just starting out themselves, but this is your chance to demonstrate that you are taking the job seriously and you will be a reliable, hard-working employee.

Top 5 Communication Tips.

1 - Make eye contact

Look the person in the eye, shake their hand if they offer it and introduce yourself using your full name, "Hi, I'm Pepita Bulloch, pleased to meet you."

If it's someone you've already met, use their name and remind them of yours. "Hi Jessica, nice to see you again. I'm Pep, thanks for giving me the opportunity to come and see you."

2 - Give some context when speaking in-person or on the phone.

When you meet the person who is either interviewing you or meeting you about the role, remember they've probably already seen lots of people come and go, so make sure they know **why** you're there.

Examples:

"Hi Jessica, thanks for seeing me. I'm Pep. I go to school with Jack and he said you were looking for a new... (name the role) eg waitress, barista, check out operator etc."

"Hi Jessica, I'm Pepita Bulloch. You had an ad in the window for a new waiter. I called yesterday and you said to come in this morning. Thanks for seeing me."

"Hi, I'm Pepita Bulloch. I saw an ad for a new barista on Seek. I would like to apply for the position. Who should I talk to about that?"

3 - Use full sentences.

In greetings and answering questions use a full sentence.

NO: 'Hi I'm Pep.'

YES: 'Hi I'm Pep, thanks for your time. I know you must be busy. I'm really grateful for the opportunity to apply.'

Interviewer asks, "Have you had any experience?"

NO: 'Um no, not really.'

YES: 'I haven't had any experience as a barista, but I've done a barista course and I'm really keen to learn as much as I can.'

4 - Paraphrase = Use someone else's words as your own

Often when we're nervous, we forget the question or lose the thread of what someone is talking about. To prevent your mind wandering, repeat the question.

Question: *How did you find out about the job?*

NO: 'I think on Seek.'

YES: 'I found out about the job on Seek when I was looking for something that would fit in with school hours.'

Question: *Can you work on weekends?*

NO: 'Most of the time I think.'

YES: 'I can work on the weekends most of the time. I play Netball on Saturday afternoons until September, but I can do Saturday Morning or Evening and all day Sunday.'

Question: *Have you applied for many jobs?*

NO: 'Heaps.'

YES: 'I've applied for lots of jobs. I'm really keen to work in the holidays and weekends because I'm saving up for a car. '

5 Listen and ask questions

Ask at least one question to demonstrate that you're genuinely interested in the job, that you have been paying attention and so you can show a little bit of your personality.

Examples:

"Can you tell me what would be the latest and earliest times I would need to be at work because I need to catch the bus? It's not a problem, but I just want to find the best timetable because I like to be organised.

"What are your busiest times and days? It seems really hectic in here at the moment, but I like being busy."

"I was wondering who looks after the plants in the cafe? They look fantastic. I really like it how you create a really relaxed environment for your customers."

Bonus points = Use your manners

We often forget to say 'please, thank you and excuse me', but it's essential to be polite. It doesn't matter if the person interviewing you doesn't have any social skills. Just stand by your own values.