



## Finding a job

Before you begin looking for work or a new job/career, it is essential you consider the skills and abilities you already have. Knowing your skills and where the gaps are will help you to focus your work search and your job applications. Knowing what it is that you have to offer employers is key to getting that job. There are three main kinds of skills you use at work.

### Technical

These are the specialised skills and knowledge required to perform specific duties, sometimes referred to as 'work skills', for example bookkeeping, driving a forklift, machine operating, nursing and so on.

### Employability or transferable skills

Transferable skills are your greatest asset as they can be transferred from one job or area of work, to another. Although not new, employers are increasingly demanding these skills as a result of automation and rapid technological change.

Some examples of transferable skills in demand are:

- communication;
- problem solving
- teamwork and collaboration;
- time management;
- organisational skills;
- writing;
- planning; and
- computer digital skills.

### Personal

These are the individual attributes you have which help you to do your job effectively. For example:

- working well under pressure;
- self-motivated
- show initiative
- reliable
- analytical;
- creative;
- flexible; and
- reliable

### Information and resources

The Jobs and Skills WA website has a range of resources and information to help you find a job. In the *Jobs and careers* section, go to *Finding a job* and *Information and resources* for job application templates, tips and checklists.

Head to [Getting organised](#) and [Information and resources in the Jobs and careers section](#) of the Jobs and Skills WA website for help identifying your skills.

Other resources you may find helpful include the following.

- Take a look at the [Jobs and Skills WA jobs board](#) and the [Aboriginal services jobs board](#) to see what is there for you.
- Need help with your CV/resume? Use the resume examples in [Information and resources in the Jobs and careers section](#) of the Jobs and skills website.

- Check out *Applying for work* under [Finding a job in the Jobs and careers section](#) of the Jobs and Skills WA website for tips for finding job opportunities, responding to advertised positions and writing competitive applications.
- Take a look at the [Job interviews in the Jobs and careers section](#) of the Jobs and Skills WA website for tips for surviving and succeeding in the job interview.

## Get help

Your local Jobs and Skills Centre has experience working with jobseekers, career starters and career changers. They can help you to explore your options and find what is out there.

All services are free, and all ages are welcome.

Visit [jobsandskills.wa.gov.au/jobs-and-skills-centres](https://jobsandskills.wa.gov.au/jobs-and-skills-centres) for further information, and to find your local Jobs and Skills Centre.

## Further information

**Telephone:** 13 64 64

**Website:** [jobsandskills.wa.gov.au](https://jobsandskills.wa.gov.au)

**Online enquiry form:** [jobsandskills.wa.gov.au/enquiry](https://jobsandskills.wa.gov.au/enquiry)