



Your Ultimate Career Toolkit



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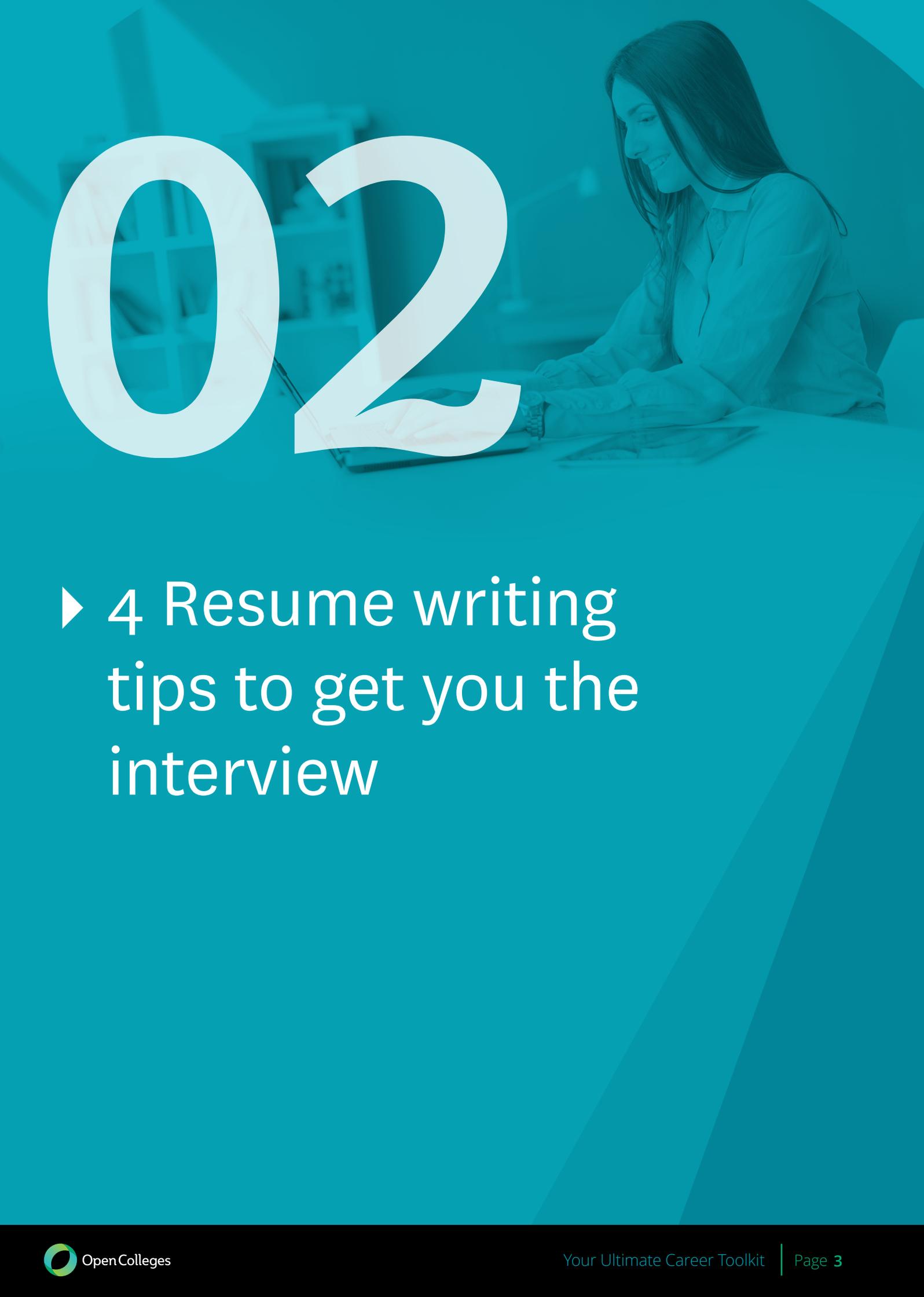
Introduction

Since over 40 years of our lives will be spent in employment, it seems fair that so many people change jobs and [switch careers](#) numerous times in their life. A study conducted by research company McCrindle [revealed](#) that there is a growing shift amongst Australians – not just in changing employers, but also changing professions, industries and retraining as they go. Naturally, this means there's an exceedingly high probability you'll experience job and career transitions multiple times in your life. (In fact, chances are you're experiencing it right now since you're reading this eBook.)

From resumes, cover letters, resignation letters and reference letters, job searching can be tedious, frustrating and at worst of times, filled with rejection. However, the whole process can certainly be made easier when you have steadfast direction. So who and where do you turn to for guidance when you're about to embark on a career move? It's often difficult to find career advice that is truly helpful. Everyone from your overly-supportive parents, to that merry acquaintance you run into occasionally at the bar may give you unsolicited counsel, especially if they sense your trepidation of the current job market.

Fortunately, Open Colleges has spoken to some of the most prominent career coaches and experts and collated their advice into this comprehensive eBook. So whether you're changing careers to a completely different industry, looking to kick start a new career or expanding your skillset to boost your career prospects, this eBook has been designed specifically to give you all the tips, tools and tricks of the trade. Besides expert advice on everything from resume writing to resigning from your job, it comes complete with modern templates to help you put your best foot forward and make your job search process a whole lot more enjoyable.





02

- ▶ 4 Resume writing tips to get you the interview

Many job seekers understandably feel a bit intimidated when it comes to writing a resume, and this all too often means they revert to outdated or overly stuffy resume practices that prevent their strengths and personality from shining through.

But what employers absolutely don't want to see these days is a cookie cutter resume that could describe just about any job seeker. So if you're gearing up for a job search and want to avoid the common clichés and faux pas, here are four of the most important resume writing tips to keep in mind.

1 Ditch the vague "objective" statement

If your resume still opens with an objective statement that says something like "To obtain a position that utilises my education and experience while also providing opportunities for growth and advancement," now is the time to scrap it.

Why? For one thing, it's generic and tells the employer nothing unique or useful about you, but most importantly, it's all about what you want rather than what the company is looking for.

Instead, include a brief personal statement that highlights your relevant accomplishments, skills and strengths. Be as specific as possible by using concrete examples, but try to keep it at around 150 words.



Robin Reshwan, Founder of [Collegial Services](#)

"Objective statements filled with analogies and quotes may seem like a unique approach for describing one's work ethic or experience but it does little to impress an employer. An employer wants a resume to tell them about a jobseeker's abilities and expertise, not what Steve Jobs thinks about workplace attitudes or performance."



2 Leave out unnecessary or obvious information

Career coach Hank Boyer says the ideal length for most resumes is two pages, but you should never pad your resume with unnecessary information just to reach the desired length.

"Inexperienced individuals shouldn't add non-relevant, filler content to their resume to get it to two pages," he says. "Concentrate on facts that are relevant to the employer and the specific position."

Don't include lines like "references available upon request" or obvious explanations like "address" and "phone number." Of course you'd provide references if asked, and anyone reading your resume will be able to recognise an address or phone number without it being spelled out for them.

Instead, focus on tailoring your resume to each application and leave out experience or education that isn't relevant. You can also use bolding, subheadings, concise paragraphs and bullet points that include power verbs like "created," "initiated" and "exceeded" to make important information stand out.

3 Exclude phrases like “duties included”

When it comes to resume writing tips, this is possibly the most important one, because it's a mistake that's so often made. Sure, you may have been in charge of answering phone calls, training staff or handling customer complaints, but were you any good at it?

“Most recruiters know the general duties related to careers within their specific fields,” says recruiter and career consultant Robin Reshwan. “What really stands out is the impact you had and results you drove within your career.”

Not sure how to put your accomplishments into words? Ask yourself a few of the following questions:

- What problems did I solve for the company?
- Did I exceed my goals or quotas?
- What did I do to provide clients with excellent service?
- Did I win any awards or accolades?
- Did I ever go above and beyond my normal job duties?

4 Lose the photo

A photo is not only unnecessary in most industries, but actually increases the likelihood of race, gender and age-based discrimination. And as employers often spend as little as six seconds reviewing a resume, you don't want your photo to distract them from other more important information.

What you can do instead is include hyperlinks to your professional online profiles. This way, once employers have been wowed by your relevant qualifications, experience and accomplishments, they can head over to your LinkedIn profile to get more information.

Just make sure that [what they find on your social media profiles](#) will confirm what you've said in your resume and won't hinder your chances of being hired.

Download 3 customisable resume templates to match any job role

03

- ▶ 5 Foolproof tips for creating the perfect cover letter

Although it tends to get less attention than the resume, the cover letter is often just as important. It's generally the first thing prospective employers will look at when considering your application, so if it's poorly written, your resume may never even have a chance to shine.

A strong cover letter, on the other hand, can help you stand out and make a good first impression, so here's what you should know about how to write one.

1 Include the essentials

There are a few essentials that should always be included in your cover letter, including:

⇒ *The employer or hiring manager's name*

Always do a bit of research to find the recipient's name rather than opening with an impersonal "To whom it may concern" or "Dear Sir/Madam." If you're not sure who to address, call the contact number provided or check the company's website for clues.

⇒ *The position you're applying for*

Companies often have more than one opening at a time, so it's best to be clear about which job you're applying for and how you heard about it. If someone within the company recommended you, mentioning this in your cover letter can help give you an edge.

⇒ *Why you're a good fit for the job*

Don't make the cover letter all about what you want. Instead, demonstrate how you meet or exceed the job requirements by highlighting your relevant skills and experience and explaining how your qualifications benefit the employer.

2 Grab the reader's attention

It's important to start off strong with a leading statement or question that grabs the reader's attention and encourages them to keep reading.

"Since you are not likely to know who is reading the resume, you want to make sure that when the resume grabs attention, the content keeps the reader engaged," says Beth Campbell Duke, Youth Career Educator and author of *Future-Proof Careers*. "Fancy formatting doesn't gloss over a poorly written resume."

Explain concisely why you'd be the best fit for the company and if possible, highlight how and why you possess the strengths this job requires. Using bullet points to highlight accomplishments and keeping your paragraphs short and succinct also helps to make it more easily scannable.

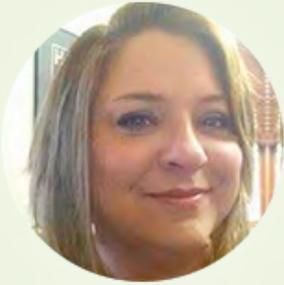
3 Show that you've researched the company

Don't wait around for an interview to show you've done your homework. If you really want to get noticed, spend some time learning more about the company and then showing them that you've done your research by weaving important bits of information you've discovered into the cover letter. For instance, if the company was recently mentioned in a news article, you could let them know you read and enjoyed it, or if you find out that the company is currently facing a specific challenge, you could figure out how your skills and expertise might help them deal with it.

"Cover letters and resumes should be adjusted to display all of the skills and experience that are pertinent to the job you're applying to," says Morgan McBride, Human Resource expert and Managing Editor at GenFKD.com. "It's very common to get a very generic resume or cover letter and have no clear indication that the candidate has the skills I need or that they have even read the job listing," she says. "The candidate who is clearly interested in my firm, and who took the time to read about what I need, always stands out."

4 Keep it succinct

A cover letter should be as succinct as possible, so don't use it to summarise your resume.



Stephanie Kinkaid, Assistant Director of the [Wackerle Career and Leadership Centre](#)

"Focus on at least 3-4 of your skills that directly apply to the position and tie your attributes to the company to which you are applying."

You can also include a bit of information you won't find in your resume, such a personal attachment you may have to the company or its products and services.

5 Proofread

Yes, it may seem obvious, but this is absolutely paramount. Spelling and grammar mistakes will always highlight your lack of attention to detail to a potential employer or hiring manager.

Don't rely just on the in-built digital spell-checker to pick up your mistakes. Comb through your cover letter precisely with your own eyes. Proofread it meticulously at least five times, and just for safe measure, enlist the help of a friend who enjoys correcting grammar errors to proofread it again. You don't want to sacrifice your dream job due to a careless typo.

Download two free customisable cover letter templates to match any job role

04

- ▶ How to request a professional reference letter

References help employers gain a better insight into a candidate's personality and work ethic, so whether you're just beginning your career or have plenty of experience under your belt, a professional reference letter can help you back up any claims you've made in your resume or job interview.

Given the importance of this often overlooked aspect of the job hunt, here are a few important steps to take when requesting a professional reference letter.

1 Identify the best potential referees

If you really want a glowing letter of recommendation, it's best to reach out to people you've worked with closely, rather than someone you may have occasionally exchanged pleasantries with in the hall.

Ideally, your referee would be an employer, manager or mentor, but if you're just entering the workforce it could also be a professor or contact from a volunteer position. The most important thing is that it's someone you know quite well and had a good working relationship with.

2 Let them know why you value their opinion

When contacting your chosen referees, let them know why you value their opinion, and if you can, try to cite specific examples of qualities you admire or things you've learned from them. This will not only help you to get on their good side but will also give your request a more personal touch.

For instance, you could say something like "I very much appreciated your insights and unique approach to problem solving during the time we worked together. I'd love it if you would consider writing me a strong letter of recommendation."

3 Be clear about what you need

You can't expect to receive a strong professional reference letter if you don't give your referees enough information to work with. So it's in your best interest to explain exactly what you'd like the letter to say and/or provide a customisable template.

The template can be a basic outline with specific bullet points you'd like included or you can send a completed draft that highlights your most important (and relevant) skills and attributes. You might feel a bit odd praising yourself, but keep in mind that doing so will make it a lot easier on the referee.

Of course, you should also emphasise that they're free to put it into their own words or change and add anything they like. As long as you're truthful, they won't mind this approach and will likely greatly appreciate your guidance.

4 Give them plenty of time to respond

Don't contact your referee on a Monday if you need a reference letter by Friday. Yes, it's quite possible that they'll be able to provide you with a reference letter within a few days of your request, especially if you've prepared a template, but giving them several weeks' notice is more respectful of their time.

This also gives you time to find another referee if your first choice falls through, which is a possibility you shouldn't discount. Always make it easy for your referee to decline by including a line like "I know you're busy and I completely understand if you'd prefer not take this on," so they won't feel pressured into doing something they're not comfortable with.



5 Follow up with a thank you note

If your request is successful and you receive a great recommendation letter, be sure to send a personalised note or email thanking them for taking the time to endorse you. If you know the referee quite well and think they'd appreciate it, you can even get in touch with them again at a later date to let them know whether you got the job, but always express your thanks as soon as possible.

[Download your free customisable professional reference letter template here](#)

05

▶ How to resign from your job the right way

Whether you're moving on to pursue a new challenge or just don't enjoy your job or work environment anymore, it's never easy to tell your boss, co-workers and possibly clients that you intend to resign.

Of course, if Hollywood is to be believed, quitting an unpleasant job is as simple as yelling "I quit" and storming out of the building as co-workers cheer and clap. In the real world, however, there are some hoops you'll need to jump through if you want to avoid stepping on anyone's toes and secure a good recommendation from your employer.

Here are some pointers on how to resign from your job the right way.

Be certain

Make sure you're certain of your decision to resign before you say anything your employer. Even if you're frustrated with your current situation, take the time to consider all your options before you throw in the towel.

If you need a more flexible work schedule, you could discuss work-from-home options with your boss, or if you're not getting along with a co-worker, you might be able to smooth things over with some help from HR, or even ask to be transferred to a different department.

Give sufficient notice

Once you're sure you want to resign from your job, your next step will be to check your contract and find out how much notice you're expected to give. Two weeks is the norm, but some employers may ask for four to six weeks' notice, depending on your position within the company and the projects you're working on.

Prepare your story

It can be difficult to know how to resign if you don't have a quick explanation for your impending departure. Of course, you're under no obligation to tell your employer or anyone else why you're leaving, but it helps to have a brief response prepared, as your boss and co-workers will undoubtedly be curious.

Tell the right people

Always tell your manager or employer about your intention to resign in person, and make sure he or she is the first person to hear about it. If you tell your co-workers first, there's a chance that your boss will hear about it from someone other than you, which could make for an awkward situation.

Prepare your resignation letter

Once you've made your intention to resign known, you may be expected to submit a formal letter of resignation for HR to keep on file. The letter should be straightforward and state the position you're resigning from and the date you're leaving, without going into details about why.

Of course, it's always nice to include a brief "thank you" paragraph where you describe a few of the things you learned and enjoyed during your time there and express your gratitude for the opportunities you've had. You could also mention your willingness to help train your replacement and wrap up any important projects before you leave.

Stay professional during your exit interview

Your company may set up an exit interview to get your feedback on areas they could improve in, and while you might be tempted to air your grievances, it's best to stay professional or you risk damaging your reputation. If you have any criticism, try to share it constructively, and never single out specific individuals as you never know when you might need to work with someone again in the future.

[Download your free customisable professional resignation letter template here](#)

06

- ▶ Interview preparation: the skills you'll need to prepare for a job interview

Preparing before the interview

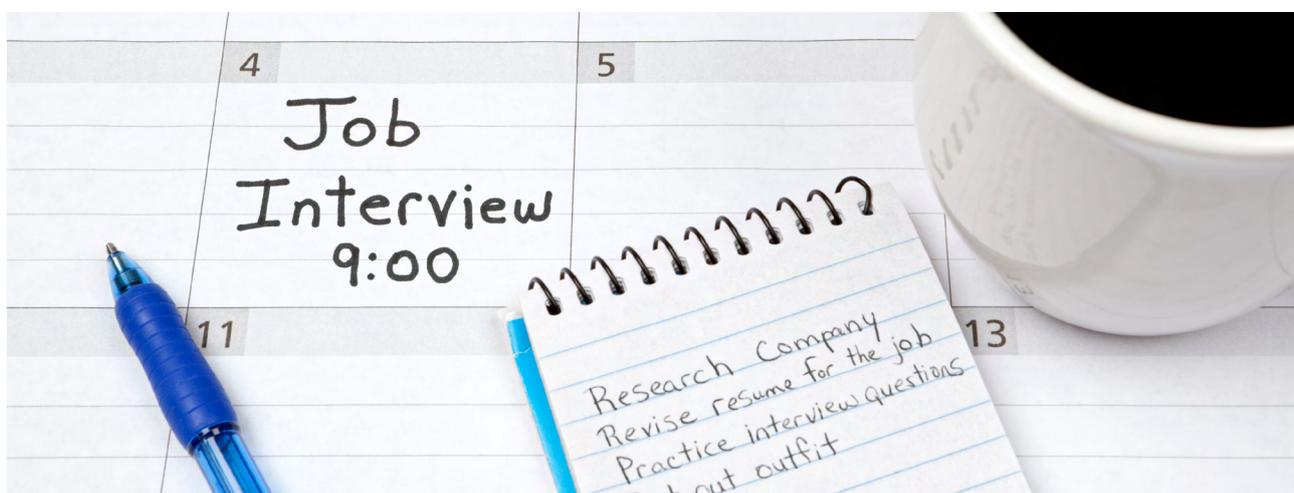
So you've been sending out your resume and you've scored a few job interviews. Well done! To get the most out of your job interview and to give yourself the best chance of succeeding, it's essential to invest some time in interview preparation. Here are some of our top tips in preparing for job interviews.

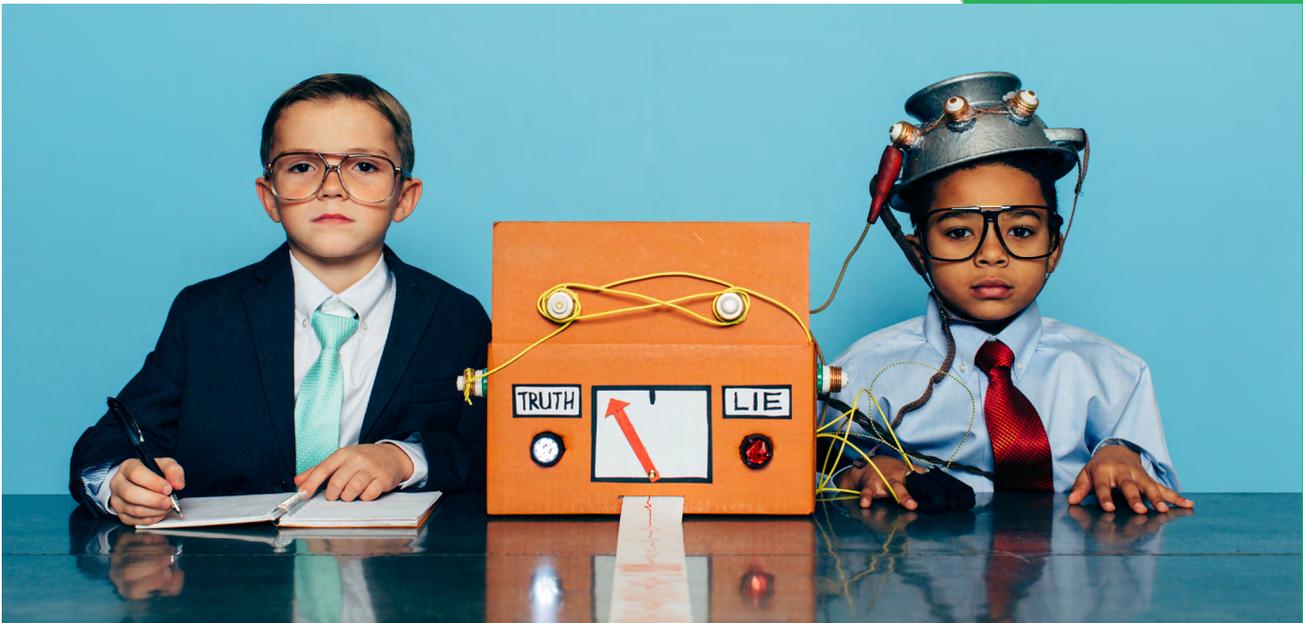
Know your prospective employer

Do your homework about your prospective employer. The easiest way is to head over to the company's website. What do you like about the company? Where is it located and what size company is it? Can you get a sense of the company's culture from their website? You will make a much better impression at the interview if you can demonstrate you actually care about where you're going to work, and you might even calm some of those nerves if you know a bit about the place you're stepping into.

"Learn about the company's mission, vision, values, and history," says Kandi Mensing, owner and founder of [EliteHRTeam.com](https://www.elitehrt.com). "Prepare to use that knowledge to position yourself as a good fit in the interview, and to showcase that you did your homework."

Don't forget that part of the interview process is that you are interviewing the company too! Nisa Chitakasem, founder of career development specialists [Position Ignition](https://www.positionignition.com) says, "It is important to realise, and to remember, that finding a job is as much about your choice as it is about being chosen."





Prepare some basic interview answers

Each job interview will be different. However, there are some top interview questions that most interviewers will ask. Take some time in the days leading up to your interview to think about how you would answer those common interview questions.

Many employers will base their questions on the selection criteria in the job ad, so go back to the job ad to refresh your memory, and think about how your skills dovetail with those requirements.

You might even like to practise your answers out loud - don't memorise a script, but get the essence of what you want to say straight and then you'll sound confident even if nerves kick in on the day.

⇒ *Tell us a bit about yourself.*

Keep your answers mostly relevant to the role you're interviewing for – what experiences and training have you had that equip you for the role? Sure, you can mention that you like to go kayaking on the weekends but don't ramble on about it for five minutes.

⇒ *Why do you think you're a good fit for this job?*

"Be prepared to explain why you're a good fit for that position, what you know and what you'll need to be trained on," says Mensing.

⇒ *What are your strengths?*

Think of some specific examples where you have demonstrated strengths that will be an asset in the role you're being interviewed for.

⇒ *What are your weaknesses?*

Be honest here, but also state how you are working on overcoming those weaknesses. Avoid clichés like "I'm a perfectionist" or "I work too hard". They mean nothing and the interviewer has heard it all before.

⇒ *Tell me about a time when you faced a challenge or problem at work, and how you dealt with it.*

This is a great one to prepare, as it can be hard to come up with good examples on the spot. The interviewer wants to know how you cope with pressure and conflict.

⇒ *What do you expect in terms of salary?*

It is worth preparing here so that you can answer confidently, however bear in mind that if you're just starting out you won't have much power to negotiate. Research what the average salary is for that type of position and base your expectations for a discussion around salary on that.

⇒ *Is there anything you'd like to ask us?*

Prepare a couple of questions of your own. Did anything come up that you'd like to know more about when you were researching the company?

First impressions count

We hate to say it, but it's true – we all make snap judgements based on appearance, and job interviews are no different. The interviewer might be seeing multiple candidates that day, and you don't want to stand out for the wrong reasons. Make sure that from the moment you walk through the door, you are showing the interviewer that you value their time and yours by making an effort. You can reduce the stress on the day of your interview by preparing to make a good impression.

- Personal care – brush your hair, scrub your nails and clean your teeth.
- Wear clean, ironed, professional attire that you feel confident and comfortable in. Even if the company you are interviewing with is a little more relaxed in day-to-day operations, don't turn up to your interview in a crumpled t shirt and ripped jeans. You might like to set out your outfit the night before so you know it's all ready to go the next day.
- If you have been asked to bring anything along to the interview, make sure it's packed and ready to go.
- Plan how you're going to get there – if you are taking public transport make sure you know which bus/train to catch. If you are driving, make sure you find out what parking is like in the area and leave enough time to find a spot.
- Get a good night's sleep the night before your interview so you can go into it well rested and with a clear mind.



During the interview

It's time for the interview. No matter how well prepared you are, it's likely you will feel a little nervous at being in a new situation, meeting new people and trying to present yourself well.

Some tips to help reduce stress going into the interview:

- Don't be late... or too early!



Kandi Mensing, owner and founder of [EliteHRTeam.com](https://www.EliteHRTeam.com)

"Leave in plenty of time that even if you hit traffic or an accident you wouldn't be late. You'll inevitably arrive a bit early, but use that time to get in the right mindset for the interview."

- "However, arriving more than 10 minutes early is not a good thing," Kandi Mensing adds. "It may annoy the interviewer or recruiter because they likely have other interviews they are conducting, or meetings." If you do arrive early, find somewhere nearby to sit, collect your thoughts, have a drink of water and take some deep breaths before the interview.
- Switch your phone off or put it on airport mode before you arrive. Even if it's on silent, there's nothing more distracting than the buzz of a phone in your bag.
- Be confident! Keep reminding yourself that the employer has seen something in your resume that they like – now's the time to build on that. Just remember to maintain good posture, make eye contact and smile.

Here are some other things to remember when you're sitting in the interview room.

Set the stage

Take out any extra material the interviewer has requested, as well as your portfolio if it's relevant. Mensing advises not bringing too much along, however. "You don't need to be lugging around a bunch of stuff. Just bring in your meeting binder, portfolio, calendar, and a pen and paper to take notes," she says. If the employer hasn't already got your references, make sure you have a copy of those to give the employer if requested.

Expect the unexpected

Remember those top questions and answers you prepared before the interview? What happens if you sit down in the interview and the interviewer doesn't ask any of them, or throws out an odd-sounding question like "What do you think about when you're alone in your car?" Don't let it throw you. This interviewing technique is aimed at seeing how well you perform under pressure, and perhaps even to assess your creativity. Take a few deep breaths and don't be afraid to think about the question for a moment or ask for clarification, rather than blurting out the first thing that comes to mind. Try to stay calm and professional, and avoid saying, "I don't know."

Be polite

You may be asked about your previous workplaces; if you had a negative experience, do not badmouth a former employer. It comes across very negatively and ultimately reflects poorly on you. Try instead to say something neutral in response. Also remember that you're taking part in a conversation; listen and be engaged. There is nothing more off-putting to a prospective employer than a candidate who appears arrogant or disinterested.

Don't overshare

While it's important to be yourself, remember you're in a job interview, not mingling at a party. When answering questions about your life outside of the workplace, you don't need to go into every detail of your personal life. Share the basics about who you are, and any hobbies or interests that might be relevant to the role. They can get to know the details about you once you have the job!

Ask your questions

Hopefully at the end of the interview, you'll get a chance to ask any questions you might have – some which you may have prepared before the interview. Don't waste this opportunity! Asking questions shows that you're paying attention and you're curious about the role that you're being interviewed for. Although it can often feel like a blur when you're in an interview, try to listen carefully to what the interviewer says throughout so you don't ask a question they may have already answered. Don't just ask about salary and hours, but ask questions that show you're interested in the company and have already pictured yourself working there.

Leave a good impression

No matter how you felt the interview went, as you get up to leave, make eye contact, shake hands firmly and smile. Thank the interviewer for their time, and say you look forward to hearing from them. Ask for their business card and their timeframe for making a decision – this will help you with your follow up.

[Download your free interview preparation cheat sheet here](#)

07



- ▶ How to effectively negotiate your salary

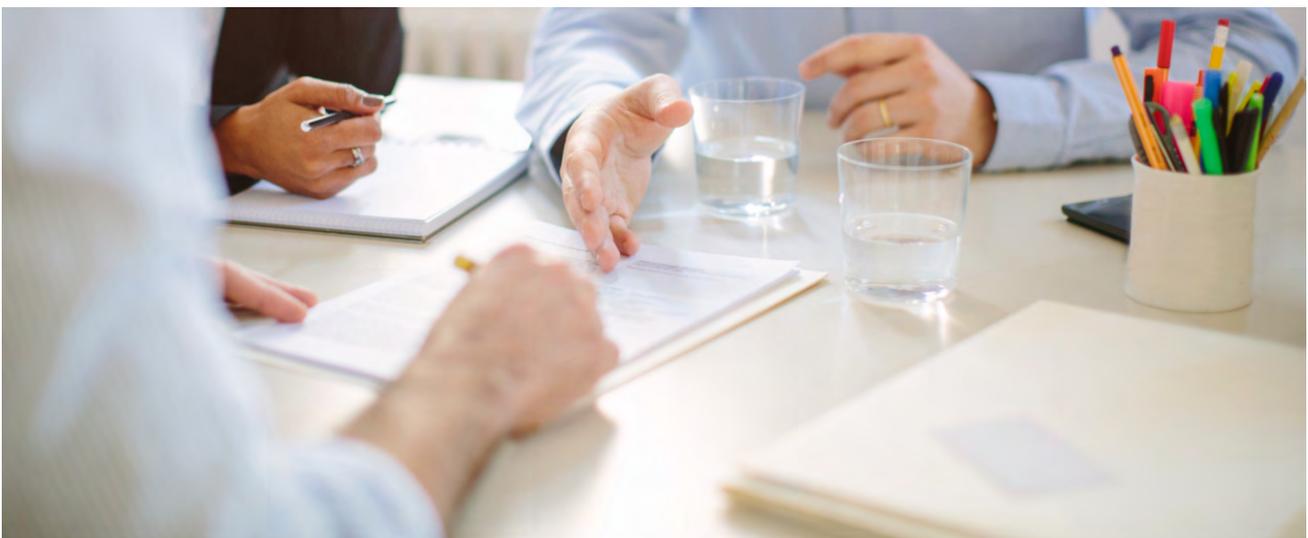
Whether you're a new professional discussing your starting salary, or a seasoned employee asking for your pay check to acknowledge your increased workload and responsibility, "negotiating salaries" is a term that most people dread says Stephanie Kinkaid.

The good news is though, [according to PayScale](#), 75% of people who do ask for a raise actually get one. Therefore, avoid the excuses of "The economy is bad", "I'm lucky to have this job" and "It'll be awkward asking for more money". If you don't negotiate, you can't expect change. Without change, you can be left feeling undervalued and with low job satisfaction, not to mention lose out on hundreds or even thousands of dollars in your lifetime.

So what's the best way to go about starting these negotiations? Career coach and business consultant Karen Southall Watts says "In today's complex, global workplace, there is no one way to negotiate a salary". However, there are some tips you can get familiar with to feel more at ease when it comes down to salary negotiation time. In this article, we explore some of the key things to consider before, during and after negotiations take place.

Before you negotiate your salary

While it's important to be yourself, remember you're in a job interview, not mingling at a party. When answering questions about your life outside of the workplace, you don't need to go into every detail of your personal life. Share the basics about who you are, and any hobbies or interests that might be relevant to the role. They can get to know the details about you once you have the job!



1 Understand your worth

Karen Southall Watts says “the first step to a salary conversation is to do your homework. You need to know what the current pay rates are for your type of work, your geographic area and for this particular company.” At Open Colleges, we recommend taking a look at sites such as [PayScale](#). This is one of the largest salary databases in the world and will help you compare average salaries in your local area.

Alternatively, Stephanie Kinkaid suggests you “check salaries using sources such as [Glassdoor](#), where you can search specific jobs and even salaries within companies. Once you know the salary range in which your title falls, determine your level of experience. A new graduate should ask for salaries on the lower end of a range, while a seasoned professional can ask for a higher amount”.

If you’re feeling unsure, speak to any close friends or relatives in the industry, as they may be able to help you decide on what you’re worth and therefore the minimum salary to accept.

2 Understand the competition

It’s also important to be aware of how much competition you face in your local area, especially if you’re a new recruit. Karen says “if you’ve got a very unique skill set and the company needs you, then you may be able to get your preferred salary right away.

However, if you’re competing with lots of other applicants, you may need to take what’s offered and do your serious negotiations at your first review, after you’ve proved your worth”.

3 Be ready to sell your value

Make sure you're prepared for the obvious question, "Why should we give you a pay rise?" by having solid reasons which justify your worth. Think about some of the work you've done recently. Have you taken on any additional responsibilities? Have you worked longer hours? Have you taken a course to help you do a specific task that only you can do? Have you tackled any big challenges? Have you saved the company money?

"If you have factual and quantifiable evidence of your worth, you are much more likely to negotiate a higher amount" suggests Stephanie.

4 Practice makes perfect

If you're worried about your negotiation skills, practice! Sit down with a friend or family member that you trust. Role-play with them and ask for feedback at the end. The more you practice, the more comfortable you'll feel when you do it for real.

5 Pick your moment

If you've done your research, you may want to jump straight in with negotiations, but it might benefit you to wait. [According to LinkedIn](#), globally, January, July and September are the 3 months when professionals receive the most raises.

However, there are other situations that may have an impact on when the best time is for you. For example, if you're working on a big project, it may be good timing to ask after it's completed successfully. Or, if an employee is leaving and their workload and responsibility will fall on you, start negotiations and use the situation as leverage.

6 Arrange to meet face to face

Emailing backwards and forwards may sometimes seem more convenient, but when it comes to negotiating a higher salary, Karen suggests doing this face-to-face, or if needed, via Skype or phone. Although having a conversation with your boss or potential employer about money may seem awkward, it's important to do. Karen also says that "there's no tone of voice in email or text and it's hard to pick up on the subtle signals that indicate you need to change your approach".

However, if you're really struggling to be confident enough to get your point across, a salary negotiation letter can be a powerful way to justify your request.



Starting salary negotiations

There are lots of things to think about when starting your negotiations. Here are some top tips to help:

- 1. Let them do the talking** – When in negotiations, be silent and let the other side make their offer first.
- 2. Leave room for compromise** – If you go in with the actual amount you want, it's likely you'll end up with less. Start with a slightly higher figure, or a salary range, so you have room to compromise.
- 3. Don't accept right away** – When you're given an offer, don't feel pressured to accept immediately. Take a second to think about whether you're completely happy with the offer.
- 4. Make a counter offer** – If they make you an offer which you're not happy with, don't be afraid to go back with an alternative.
- 5. Be persistent** – If it looks like they're not going to agree to a pay rise, gently push back and justify why you are an asset to their business.
- 6. Negotiate your benefits** – If your company still won't offer the salary you're asking for, Stephanie recommends negotiating on other areas. See if your employer is willing to offer extra holiday leave, more flexible hours, better health insurance, extra training, performance bonuses or even a change to your job title.

However, there are also some things to avoid:

- 1. Being emotional** – Don't get angry as this can make your boss instantly defensive.
- 2. Being a pushover** – If you've done a good job and others have had a raise, make sure you aren't ignored. Bring facts and figures to the table to help justify the increase.
- 3. Going against yourself** – Try to stay firm when asking for a pay raise. Ask and then wait for their reply. Don't instantly follow your request up by telling them you'll be happy to negotiate.
- 4. Making it personal** – Avoid making your salary raise about your personal situation. You should keep it about your qualifications, experience and responsibility level.



After your salary negotiations

If you've managed to get a pay rise or additional benefits, well done! Make sure to remember that the offer is put in writing and signed by your employer.

Next, set your sights higher! Know when your next performance review is and use your time over the next 6 – 12 months to show that you're an asset to the team and can [take on more responsibility](#). This could help you leverage an even higher salary in the future.

If you were unable to get a rise this time, make sure you go back to your manager afterwards and discuss the actions you need to take to get a salary increase in the future. These actions should be reviewed again with your manager in 6 – 12 months.

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► Conclusion



It's almost inevitable at some point in your working life that multiple job transitions will occur. Social research conducted by McCrindle indicates that the average Australian will have 17 jobs over their lifetime, and they will have tried their hand in five different industries (assuming they start work at age 18 and retire when they're 75).

Ultimately, whether you're [upskilling via education](#) to improve your career prospects, changing careers or igniting a new career, it the way you approach your job change that will determine your career success. A positive outlook is absolutely vital and perseverance is paramount.



Angela Priestley, Founding Editor of Women's Agenda

"Stop wasting time expecting the career you want to simply come to you. It won't. You have to actively go out and get it, even if you don't yet believe you have the experience or qualifications to make it happen. I believe the days of selecting one career path are over. Change is constant and if you're not moving with the times, you'll be left behind. Stay flexible and adaptable enough to [change your career](#) according to the shifting needs and opportunities that come up in our world."

Achieving the career you desire is your responsibility. Now your arsenal is armed with a plethora of expert guidance, tips, plus the finest free career tools and templates of the industry, we encourage you act on them accordingly. Remember, practice makes perfect – don't get discouraged if you don't see immediate results. Now is the time to take action so go start taking those much-needed steps to acquire your dream job!