

1. **Research and accreditation**  
 Career advice services, including the **advice centre**, offer **advice** to **members**. Refer to the **RCSA 'Index of Member Companies'** for a full list of professionally accredited recruitment companies in Australia and NZ: [http://www.membershipcentre.rcsa.com.au/RCSAWebGen/Company\\_Listing.aspx](http://www.membershipcentre.rcsa.com.au/RCSAWebGen/Company_Listing.aspx)

2. **Tailor your CV**. Research your sector/industry and tailor your CV to match the requirements of the industry. Take note of any CV guidelines on specific recruitment company websites.

3. **Prepare a cover letter**  
 yourself. Think about how you will introduce yourself. If you are going to their office, dress professionally. Consider what your availability is for work in terms of hours and location.

4. **Use the job advertisement**  
 e. **What is happening in this employment sector at present?**  
 f. **What major companies do you deal with who have job opportunities in this sector?**  
 g. **What types of roles do you have at the moment?**  
 h. **As a graduate, is someone of my experience of interest to you?**  
 i. **What steps would you recommend I take at this point?**

5. **Accredited recruitment agencies**  
**Each recruitment company** will have a database of potential candidates which they will actively use when approached by a company looking for an employee. As recruitment companies may be able to find a candidate that meets the needs of their client through their database, they may or may not further advertise roles.

6. **Be careful**  
 Some companies will use the

services of a recruitment company and also advertise the job themselves. An emerging trend is the use of social networking sites to advertise jobs.

7. **Work with a recruitment agency**  
**Be honest with them** if you have put an application in for the role on your own behalf. Take their advice and prepare well for interviews.

8. **Consider a temporary role**  
 Temporary work is available in some sectors of the market. The recruitment company is likely to assess your skills prior to assigning you a temporary role and you will only secure work if you have the skills and/or experience for the job. Recruitment companies may trial candidates by offering 1–2 days work to start with. Permanent placements sometimes are gained from temporary work assignments.

9. **Do not pay a fee**  
 If they intend to charge you for a service, find out exactly why and what this is for. Job seekers are not usually charged a fee.

10. **Accept the fee**  
 As recruitment companies are paid by the company with

the vacancy, they can only put you forward as a candidate if they consider you to have the skills and experience that matches one of the jobs on offer. Therefore, make sure you use a wide range of job search strategies in looking for work.