



Australian Government

Workforce Australia



TOP TIPS

TOP 10 TIPS TO GET A RETAIL JOB

1. Fresh is best

Have an updated resume for each job you apply for. It should be relevant and specific, no more than 2 pages. Use your resume to sell yourself and include key words from the job ad. Research the company and the role.

2. Attitude is everything!

A great attitude and good customer service go hand in hand.

3. Be digitally ready!

When applying for a job, make sure you have an appropriate email address and voice message on your phone. Also prepare for online applications and online video interviews.

4. Be flexible

Flexibility and availability are key. Include in your application the days and hours you're available.

5. Practice makes perfect

Practice for your job interview, either with a friend or in front of a mirror. Remember to relax, the interviewer wants to get to know you.

6. Presentation is important!

Dress appropriately for the employer and make sure you are clean and tidy. If employed, you'll be representing their business.

7. Location, location, location

How will you get to work? How much time will it take you to get there? Research your transport options as the recruiter may ask you about this.

8. Be a little bit early

Arrive early for job interviews. It shows you're keen!

9. Ask questions

At interview, ask the employer questions to show your interest.

10. Apply, apply, apply

Apply for lots of jobs to improve your chances! Casual jobs can lead to part-time and full-time employment.



Don't forget

Answer your phone, check your messages, check your emails.
Don't miss out!



Watch the webinar
on-demand to find out more!