





# Tips on how veterans can use SEEK



### Skill matching and resume tips

Highlight key skills and responsibilities relevant to the role you are applying for. Considering some of the challenges around revealing work history and service, you can also focus on writing a skills-based resumé.

To help you get started, have a look at <u>How to write a skills-based CV</u> and <u>How to create a transferable skills resumé from our SEEK Career Advice portal.</u>

### Create a SEEK Profile

Set up a <u>SEEK Profile</u>, starting with your name, location and email. Then build out the career history section and skills, followed by your work preferences in the "about your next role" section. Find out more on <u>How to write a standout SEEK Profile</u> by clicking the link for our SEEK Career Advice article.

### Be discoverable on SEEK

Once completed, check and refine your profile visibility to allow employers to find you. Do this by setting up the visibility of your profile to "standard", which will allow employers to see an overview of your skills and experience, and approach you with relevant job opportunities. Only employers who have been approved through our trust and safety team can do this and you will be told if any information is downloaded from your profile.

### Save your searches

Sign into SEEK to save your searches and get notified when new jobs match your search. SEEK will also send you personalised recommendations of jobs you might be interested in based on search behaviours, making sure you never miss a good opportunity.

# Research the company and role

SEEK Company Profiles let you search and read about the workplace culture, values, and benefits. They also have reviews from their employees. This can help you get a sense of if a company is the right fit for you before applying.

# Look for companies employing veterans

Use company profiles and job ads to learn more about their commitment or willingness to hire veterans. We continue to work with employers on, some may have references or information on the hiring managers you can contact to ask questions around veteran recruitment and find out more.

#### **Use SEEK Career Advice**

Search and read up on our SEEK <u>Career Advice articles</u> to help with your career and job search, such as <u>what are the different recruitment process steps?</u> and <u>15 personal attributes examples.</u>

Also browse and download tools and templates such as our <u>free resume templates</u> and transferable skills checklist.