

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

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**
 a. What is happening in this employment sector at present?
 b. What major companies do you deal with who have job opportunities in this sector?
 c. What types of roles do you have at the moment?
 d. As a graduate, is someone of my experience of interest to you?
 e. 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.