Jobseekers online
EnglishatAMES™

How to successfully apply for jobs in English-speaking countries

- Plan your career
- Tailor your written application and résumé
- Analyse job advertisements
- Improve your English communication skills
- Interview with confidence

Visit www.hia.edu.au for course demonstrations and to purchase online.
NSW AMES: PROVEN COURSE DELIVERY
Established in 1951, NSW AMES is part of the New South Wales Department of Education and Training. It is a State Government agency which has taught English to over 1.5 million people from non-English speaking backgrounds. NSW AMES is the leading publisher of language and literacy resources in Australia. Its range of online courses provides a rich multimedia learning environment of sound, animation and interactive tasks.

COURSE OVERVIEW
The Jobseekers online course features video scenarios of job applicants in the Australian workplace, sample templates and models, checklists and interactive tasks.

Designed at post-intermediate to an advanced English level Jobseekers online features the language strategies required to successfully gain employment in English speaking countries. Each unit is 10 to 20 nominal hours, including practice exercises.

Jobseekers Online develops skills in four critical areas:

1 Getting ready for work
   • Identify your employability skills
   • Write a résumé that promotes your skills

2 Looking for work
   • Learn how to network
   • Understand the language of job ads
   • Make successful cold calls

3 Applying for a job
   • Tailor your résumé to fit the job
   • Practise writing a new cover letter for each application
   • Write a selection criteria statement

4 The interview
   • Learn successful interview strategies
   • Prepare answers for different types of questions
   • Anticipate the stages of an interview

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