



JOB ASSISTANCE SERVICE*

APC cares about your experience in Australia. We understand that finding a job in Sydney can be scary and difficult, so we want to help you.

APC's Job Assistance Service aims to assist students seeking part-time or casual work (up to a maximum of 40 hours per consecutive fortnight).



WHAT WILL JOB ASSISTANCE HELP ME WITH?

- Approaching employers to apply for jobs
- Providing help on editing and enhancing your resume so that it looks more appealing for the Australian job market
- Providing a cover letter template
- Providing help registering with industry specific recruitment agencies
- Providing advice on the types of jobs you can apply for
- Recommending relevant certification needed for certain jobs
- Providing information on interview skills and techniques
- Providing Tax File Number (TFN) application assistance
- Providing information on international students' workplace rights in Australia
- Providing free option classes to enhance your employability skills (EYES)



WHEN AND WHERE?

Please contact our Student Services Office (SSO) for more information. Your student ID number should be provided with all communications.

Register with SSO for the JAS excursion held on the first Friday of each month. This fantastic excursion is limited to the first 15 applicants. We will meet on the specified Friday at 10am in the student common room, 189 Kent Street.

Contact SSO for more information about the Job Assistance Service at jas@apc.edu.au

*Priority is given to new and recently arrived (within 4 to 6 weeks) students.

JAS excursion dates:

Friday, 13th January 2017
Friday, 3rd February 2017
Friday, 3rd March 2017
Friday, 7th April 2017
Friday, 5th May 2017
Friday, 2nd June 2017

APC JOB ASSISTANCE SERVICE TESTIMONIALS



Chinomso, VET graduate
Part-time housekeeping attendant

CHINOMSO

VET graduate

Part-time Housekeeping attendant at
THE MENZIES SYDNEY HOTEL

"I had dreamt of coming to Australia for more than a decade before I finally arrived here last year. After commencing my hospitality diploma here at APC, I was required to complete work placement. Sometimes it can be really difficult for a foreigner to find a job in Sydney, however JAS helped me to do a perfect resume and get my dream job in a 4 star hotel belonging to the world renowned Accor group of hotels. I really enjoy it here and aim to get as much experience as possible in all hotel departments. Thank you APC for the life-time opportunity."

YUI

VET graduate

Part-time Sales Assistant at **ZARA**

"Two months ago I was struggling to find a suitable job and I did not know how to present my resume and also myself for an interview. JAS helped me to prepare for my job search and it made me feel more confident. It also helps me to appreciate my studies at APC more. I can focus on my studies and not worry about paying my bills."



Yui, VET graduate
Zara, Part time retail assistant



Ozge, ELICOS and VET graduate
Doltone House, Part time waitress

OZGE

ELICOS & VET graduate

Part-time Waitress at **DOLTONE HOUSE**

"I started at APC in 2012 in General English and at the time I had a job as a cleaner and could not find another job as my English was poor. It was hard for me to work as a cleaner because I was not communicating with anyone else and I could not improve my English. JAS advised me to work in Hospitality so I could talk more with customers and co-workers. I am really happy because now, I feel like I am improving my English in my new job."