



A guide for Pacific Engagement Visa (PEV) applicants:

How to search and apply for jobs online

This guide will help PEV applicants look for jobs in Australia, apply for roles, and talk with employers.

Job search strategy

A strong job search strategy will keep you organised, motivated, and increase your chances of finding the right job. Applicants should:

Treat job searching like a job

Looking for work can be difficult. Take it seriously, stay positive, do not give up and be patient

Create a daily routine

Set aside time each week for job searching

Set realistic goals

For example, you might apply for 3–5 jobs per day, or spend 3–4 hours on job search activities per day or week

Keep records of your job search

Write down each job you apply for. Include the company name, job title, the website link and the date you applied. This will help you stay organised.

Contacting hiring managers

Reaching out to hiring managers, on the phone or by email, can help you build stronger relationships. It is important to:

Research the organisation

Look for the employer's contact details on the company website. Recruiter details are often included at the end of job advertisements

Make direct contact

Introduce yourself to the employer. You can ask about the start date, recruitment process, or say you are applying for a PR (Permanent Resident) Visa, which is the PEV, and are interested in the role. This is seen as professional and helps you build a good relationship

Follow up on applications

In Australia, it is normal for job seekers to contact employers after applying for a role. You can send a polite message or call to ask about the progress of your application.

How to find employer contact details

- In the job advertisement, check if the recruiter or hiring manager's name or contact details are included
- If only the company name is provided, you may be able to find additional information on:
 - The company's website - look for a 'Careers' or 'About Us' page where human resources or recruitment team details may be included. You may also be able to find a 'Contact' page with a generic phone number or email address you can use to ask for the hiring manager's details
 - LinkedIn - search for the company's page and browse employees. Look for human resources, recruitment, or hiring managers.

If you can't find the employer's contact details, don't be discouraged. You can still apply for the role by using a professional generic greeting in your cover letter, such as "Dear Hiring Manager" or "To the Recruitment Team." Be sure to mention the organisation's name in your introduction to keep your application tailored and professional.

Overview of Australian job boards

There are several trusted job boards in Australia that can help you find opportunities and apply with confidence. Listed overleaf are some of the most commonly used sites.

Tips to use job boards effectively

Using job boards can save you time so you do not miss opportunities. These tips will help you search and improve your chances of finding the right job.

- Fill out your online profile fully to make it easier for employers to find you
- Set up alerts for jobs that match your skills and preferred location
- Use keywords related to your skills and job interests
- Do not rely on only one job board. Different employers use different websites
- Check all major platforms often, as new jobs are posted daily
- If you are looking for specialist work, check industry-specific job boards.

SEEK ([seek.com.au](https://www.seek.com.au))

- Australia's largest job website, with thousands of job listings
- You can upload your resume, create alerts, and view salary guides and company reviews.

Indeed Australia ([indeed.com.au](https://www.indeed.com.au))

- A global job platform with many Australian listings
- Collects jobs from company websites and other boards
- Offers simple search filters.

Australian JobSearch ([jobsearch.gov.au](https://www.jobsearch.gov.au))

- The official government job website
- Free to use
- Includes entry-level jobs and apprenticeships.

LinkedIn ([linkedin.com](https://www.linkedin.com))

- A global professional networking site with a large job board
- Jobs are posted by employers and recruiters
- You can set up a free profile to showcase your skills and experience, and connect with employers.



Contact the PEV Employment Support Service

The PEV Employment Support Service is here to:

- Support you with your job search
- Help you speak confidently with employers
- Verify your job offer to check it meets visa requirements
- Speak directly with employers on your behalf about start dates or contract details
- Provide you with resources to help you prepare for work in Australia.



Find out more about the PEV Employment Support Service at pev.gov.au

On our website, you can explore more resources, including employment fact sheets and resume templates. You can also sign up for Employment Information Sessions to learn more about finding a job in Australia.

