

****FREE****

Please Take One



**Transferable
Skills Guide**

+++ FREE resources !!!

Sample Transferable Skills

Your ability to communicate transferable skills will be key in determining if get hired. Your success in this regard won't just decide if you get the job...it will also decide how much you get paid. Don't sell yourself short...here are some transferable skills you should be telling employers about:

- Organisational skills
- Prioritising and time management
- Encouraging effective teamwork
- Risk assessment
- Equity and diversity
- Problem solving
- Decision making

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- Accepting responsibility
 - Setting and meeting deadlines
 - Initiating new ideas
 - Coordinating tasks
 - Managing groups
 - Coaching, counselling and mentoring
 - Training delivery

When your tooth hurts you see a dentist. When your car breaks down you see a mechanic. But how many people seek expert assistance to translate their ADF skills into civvy-speak when they are looking for a new job? Surely your future is more important than your tooth or your car!

- Operations management
- Business administration
- Manage competing demands
- Identifying critical issues quickly
- Reporting information
- Motivating people to perform
- Implementing plans of action

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- Managing conflict
 - Stakeholder liaison
 - Interpersonal skills
 - Written communication skills
 - Oral communication skills
 - Appraising work situations
 - Negotiating and liaison skills

Nothing about getting a job should be hard.

Of course, some people like to make job hunting sound as confusing as possible so you give up in despair and spend a fortune on their services. Proudly, we haven't been tarnished with that brush.

Take control of your future by calling Next Job Now today on 1300 112 114. We'll walk you through our services so you can make a fully informed decision as to whether we are the right folks to help you.

With Next Job Now, you can choose a customised package that is perfectly suited to your individual needs in three simple steps. You are most welcome to browse our services online for details on what's included in our comprehensive packages.

Be sure to checkout of feedback from REAL customers and compare the samples of our work with competitors! Oh that's right...they don't put any on their website!

Remember, expert professional assistance can significantly shorten your job hunt and increase your asking price. Whether you're getting ready to leave Defence or just dipping your toes in the water to see what's available, there's never a better time than right now to start working on your job hunting tools.

NJN is Australia's leading provider of Defence transition services and specialises in writing winning resumes, job interview coaching and national job placements. Our services can be accessed under CTAS at no cost to eligible members and we provide an arsenal of free tools, samples, coaching videos and advice on our website.

If you've been in Defence for 12 years or more, then NJN can write your CV for you 100% free subject to CTAS approval. You do not need to put a discharge in and we update it FREE before you get out of Defence. Of course, we have plenty of non-CTAS packages as well.

Get your CV written by the team that wrote this guide...

Call 1300 112 114

Transferable Skills for ADF folks

If you're wondering what skills you have that would interest a potential employer, you are not alone. Many ADF people feel that their time in the Army, Navy or Air Force hasn't sufficiently prepared them to begin work after life in Defence. The truth is that you've racked up an impressive list of transferable skills that would get any employer interested...if only you knew how to communicate those skills. Well...this guide aims to help you do just that.

Let's take a peek at exactly how your skills could appear to an employer with a bit of expert assistance. Then we'll give you a list of transferable skills you can use in your resume and job interview. Finally, you can even put your feet up and relax while we write your resume for you, knowing that you're streets ahead of your competition.

Team Members and Supervisors

Defence staff are pre-selected to be proactive, self-starting, reliable and good at solving problems. These qualities are enhanced through formal training that encompasses teamwork, problem solving, oral communication, written communication, interpersonal skills, presentation skills, planning, organisational skills and employing initiative.

All members are trained in OHS, security, environmental awareness, drug and alcohol awareness, equity and diversity. Even at a junior level, staff are often entrusted with managing teams of 10-30 staff and multi-million dollar assets. The majority of staff hold a security clearance ranging between Restricted and Top Secret and work with classified and sensitive information on a regular basis.

Supervisors receive extensive formal training in basic business planning, simple resource management, personnel administration, staff writing and risk management. This training is put into practice in domestic and international environments.

Middle Managers

Managers may come from either the Non-Commissioned Officer stream or from the Commissioned Officer stream. Commissioned Officers join Defence directly as specialists, undertake a multi-year degree at the Australian Defence Force Academy or graduate from Officer training schools such as the Royal Military College, Duntroon.

Many Non-Commissioned Officers are degree qualified and most have several tertiary qualifications that are nationally accredited. Commissioned Officers will generally be degree qualified and will typically have significant post-graduate qualifications that equate directly to civilian qualifications and are recognised nationally. These qualifications cover many disciplines such as technical specialties, HR and resource management.

Middle managers are entrusted with leading teams of up to several hundred staff or may work in key "staff appointments" with responsibility for major business functions such as human resources, logistics, operations, finance, OHS, IT, policy, training, engineering or strategy. Managers are expected to make autonomous business decisions within a framework of accountability and are accustomed to rigorous corporate governance requirements. Many work in what are regarded as "best practice" environments.

Line managers within Army, Navy and Air Force work at the coal face with stewardship of executing the business plan and may be given responsibility to manage assets valued in the hundreds of millions of dollars. In addition to specific technical and functional skills, they are trained in resource management, leadership, change management, risk management, operations and strategic planning.

Senior Managers and Executives

Senior managers and executives within Defence guide the development and execution of strategy and ensure that company plans are implemented in a way that achieves key goals. They oversee day-to-day operations within Australia and abroad, manage portfolios spanning several business functions and often enjoy responsibility for national planning, capability and policy development.

Naturally, all senior managers have gained considerable experience during their time as middle managers and have been promoted based on merit in an extremely competitive environment. They are frequently entrusted with portfolios encompassing hundreds or even thousands of staff and resources valued in the hundreds of millions or multi-billions of dollars. These candidates are often responsible for projects with national scope affecting organisations with up to 30,000 staff.

Defence senior managers and executives are skilled at developing complex business plans and managing stakeholder interactions both within and external to Defence. Many of them have well established relationships with icon Defence industry and civilian companies both within Australia and abroad. It is not uncommon to find these professionals with skills such as project management, tendering and contract management. Many have prepared submissions at ministerial level or run independent businesses as the equivalent of a General Manager, Managing Director or Divisional CEO.

Senior Executives and Board Level Appointments

As you'd expect, Board level executives within Defence have been promoted through their career as middle managers and senior executives, with exposure to all skill areas previously mentioned. These folks manage the employment of Defence assets at the highest level in the same way as the Board of ANZ or BHP would.

These professionals are entrusted with leading teams of up to tens of thousands of staff, managing dozens of major divisional businesses internationally and overseeing executives with a mandate to manage key capabilities and contracts valued in the hundreds of millions of dollars.

To give you an idea of scope, these folks manage national logistics capability, head up multi-billion dollar aviation projects, manage all domestic and international infrastructure for whole arms of Defence, oversee workforce planning, chair capability development and project-manage the acquisition of new capabilities funded Federally. Far from being institutionalised, many Board members are leading the charge on national cultural change programs aimed at changing the way Defence manages the widening generational gap.

Need a resume...Call 1300 112 114

This could save you a lot of pain

Imagine having your resume written by the team that wrote this guide. Think back to the page that talks about the skills, qualifications and experience you've gained in Defence. Is our expertise the sort of support that could land you the perfect job on a great package much faster? You be the judge.

Australia's best ADF resume writer

Very few firms in Australia write resumes well. Even fewer understand Defence and how to translate your skills. Only one has the enviable reputation of being the leading CV writer for ADF people looking for civilian jobs. That's NJN.

You see, our competitors are recruiters who need a resume to put you forward for jobs. They don't so much mind who gets the job, as long as they get a fee...so it doesn't really matter to them if your CV is a bit...well...average! I'm guessing it matters to you! It matters to us too. Let me explain...

Don't become recruiter fodder

Next Job Now started out life as a resume writing company and every single resume has to hold its own. We treat each resume as if it were our own because it has to work. We measure our success not by the recruiting fees we get, but by how many of our clients get jobs.

Yes, we are also a recruiter with national reach, local staff and more jobs than you can poke a stick at. The difference is, we have carried our "every resume must win" approach through to our recruiting business and that's what sets us worlds apart from our competitors.

Don't entrust your resume to a company that sees you as a 1:100 opportunity to get a placement fee. Put your future in the hands of a team that treats every resume as if it were its own job application.

Myth Buster

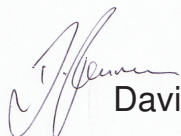
We won't try any of the tricks on you that some of our competitors are so fond of. We won't fib and tell you that you should use only one recruiting firm to avoid confusing employers. We won't spam your resume. We won't give your details out without consent. Most importantly, we won't tell you other firms don't provide similar services or coach locally to win your business under false pretences.

Compare us to competitors. Shop around and let us know what you think. Remember to check the quality of their websites. If they can't market themselves well, what chance do they have of marketing you well? Do they put CV samples on their website so that you can see them before you choose to buy? If not, why not! We do.

OUR SERVICES INCLUDE

- Identifying suitable industries for employment
- Benchmarking your salary (what you are worth)
- Identifying your transferable skills
- Translating Defence skills into civvy-speak
- Writing your resume for you
- Writing cover letters and thank you letters
- Identifying specific job opportunities
- Coaching on interview technique
- Unlimited practice interviews
- How to tap the hidden job market
- Evaluating job offers
- Writing selection criteria
- 9am to 9pm access to coaching support
- **Unlimited lifetime resume updates**
- **A choice of proven resume formats**
- **Job search AND reverse marketing**

Thanks for making time to read our free guide. We know you have a choice of vendor and we appreciate your time. Please do check out the free samples, guides, games and videos on our website at www.nextjobnow.com.au



David Penman - founder

*** IMPORTANT NOTE ***

We don't template resumes like many competitors. We DO NOT issue a Word document and ask you to fill in all your information and then only deal with you by email. That's like paying someone else and writing your own resume!!! Aren't they supposed to be the experts??? All our work is tailored to your needs from the ground up through personalized, 1:1 interviews.

Phone: 1300 112 114
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Web: www.nextjobnow.com.au