



LETIZIA'S
LEARNING SYSTEM

READY FOR WORK

Résumés, Job Search and Getting
Hired in 2026 and Beyond



BELIEVE.ACHIEVE.SUCCEED

PART 1: READY FOR WORK

READY FOR WORK

Résumés, Job Search and

Getting Hired in 2026
and Beyond



WHAT WE WILL BUILD TODAY

SEARCH
RÉSUMÉ
AI
APPROACH
INTERVIEW
ACTION PLAN

Everything you need to take your next step.



THE 2026 JOB MARKET

EMPLOYERS ARE HIRING, BUT THE RIGHT MATCH STILL MATTERS

44%

OF EMPLOYERS
RECRUITED



43%

EXPERIENCED
RECRUITMENT DIFFICULTY



17%

EXPECTED TO
INCREASE STAFF



The jobs and the people are not always finding each other.

Australia, July 2026
Source: Jobs and Skills Australia



Looking Beyond 2026

WHAT WILL CONTINUE TO CHANGE?

People will still make decisions about:

- Trust
- Attitude
- Reliability
- Communication
- Willingness to learn

Technology will increasingly help employers:

- Sort applications
- Search for relevant skills
- Conduct initial assessments
- Communicate with applicants



THE THREE GATES

FOUND



Can the employer find and read your application?

SEEN



Can they quickly see evidence that you suit the role?

TRUSTED



Do your attitude and actions build confidence?

Technology can open a door. You still have to walk through it.

What Is the Employer Really Asking?

- Can this person do the work?
- Will they turn up?
- Can we rely on them?
- Will they learn?
- Will they work safely?
- Will they fit into the team?



YOUR **JOB SEARCH** TOOLKIT

READY BEFORE YOU APPLY



Preparation turns an opportunity into **a real chance.**

PART 2: GET FOUND

**A great résumé cannot
help if you never discover
the opportunity.**



TWO JOB MARKETS

DIFFERENT WAYS TO FIND THE SAME OPPORTUNITY

ADVERTISED JOBS

- Job websites
- Employer career pages
- Recruitment agencies
- Public job listings



HIDDEN OPPORTUNITIES

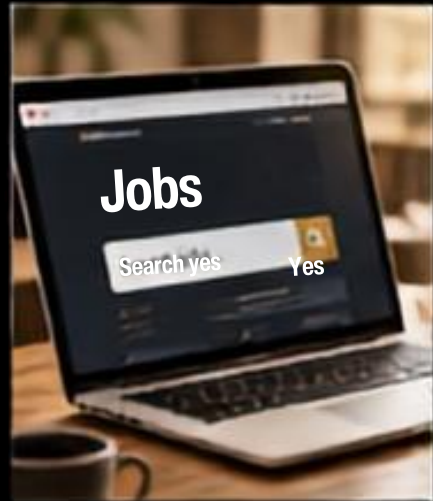
- Direct approaches
- Recommendations
- Trainers and providers
- People you already know



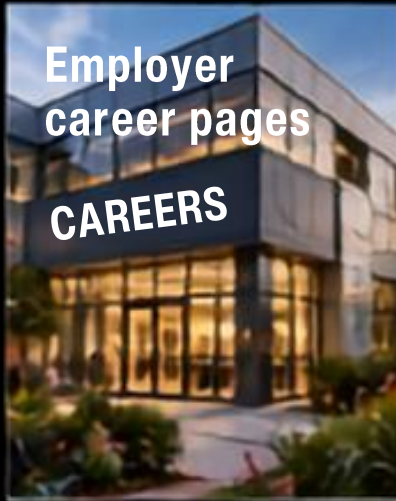
The hidden market begins with a conversation.

SEARCH WIDE. AIM NARROW.

FIND THE POSSIBILITIES



Job websites



Employer
career pages



Local businesses



Recruitment agencies



Employment
providers



Community contacts

CHECK THE FIT



Can I travel there?



Can I work the required hours?



Do I meet the essential requirements?



Will this role move me forward?

More applications do not always mean better applications.



BUILD YOUR OPPORTUNITY MAP

YOUR NETWORK IS BIGGER THAN YOU THINK



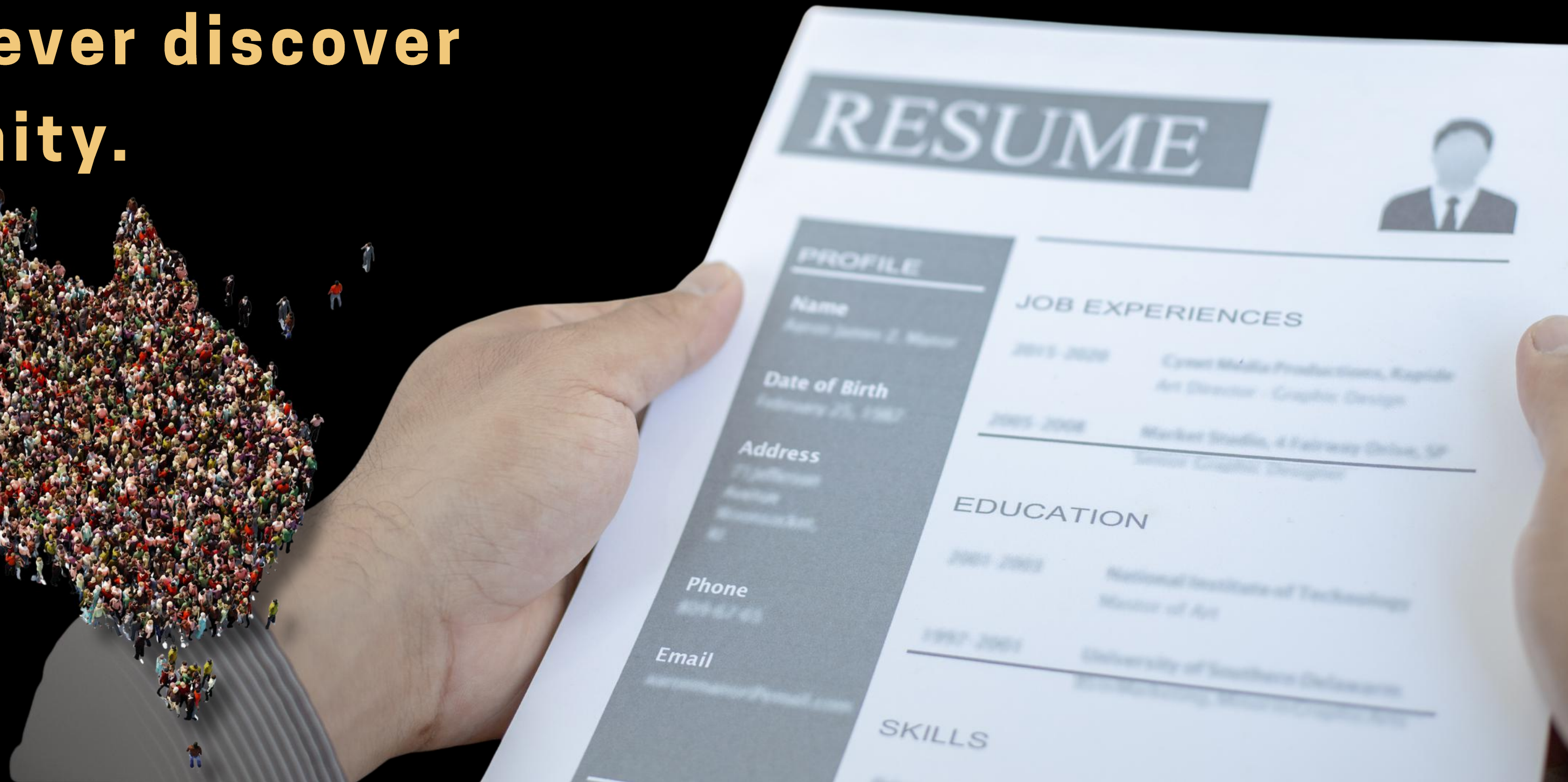
By taking a strategic approach to job hunting, you can discover opportunities beyond advertised positions.

Map the employers, people and support contacts already around you, then choose one person or business to approach this week.

One conversation can create the next opportunity.

PART 3: GET SEEN

A great résumé cannot help if you never discover the opportunity.



YOUR **RÉSUMÉ** HAS ONE JOB



EARN THE NEXT CONVERSATION

Make the employer want to know more.

RÉSUMÉ STRUCTURE

MAKE WHAT MATTERS EASY TO FIND

①

[Redacted text]

1

CONTACT DETAILS

Name, mobile, email and suburb

②

[Redacted text]

2

PROFESSIONAL PROFILE

③

[Redacted text]

3

RELEVANT SKILLS

④

[Redacted text]

4

LICENCES, TICKETS & CERTIFICATES

⑤

[Redacted text]

5

WORK & PRACTICAL EXPERIENCE

⑥

[Redacted text]

6

EDUCATION & TRAINING

⑦

[Redacted text]

7

REFEREES SUPPLIED SEPARATELY

Most students need only two or three clear pages.

YOUR OPENING PROFILE

FOUR PARTS. ONE CLEAR INTRODUCTION.



WHO I AM



**RELEVANT
EXPERIENCE**



**STRONGEST
EVIDENCE**



AVAILABILITY

Reliable hospitality worker with practical experience in barista service, food handling and customer service.

Confident using commercial equipment and working as part of a team.

Available for weekday and weekend shifts.

Can you prove every claim with an example?

EXPERIENCE COMES FROM **MORE THAN A PAYROLL**



PRACTICAL TRAINING



WORK EXPERIENCE



VOLUNTEERING



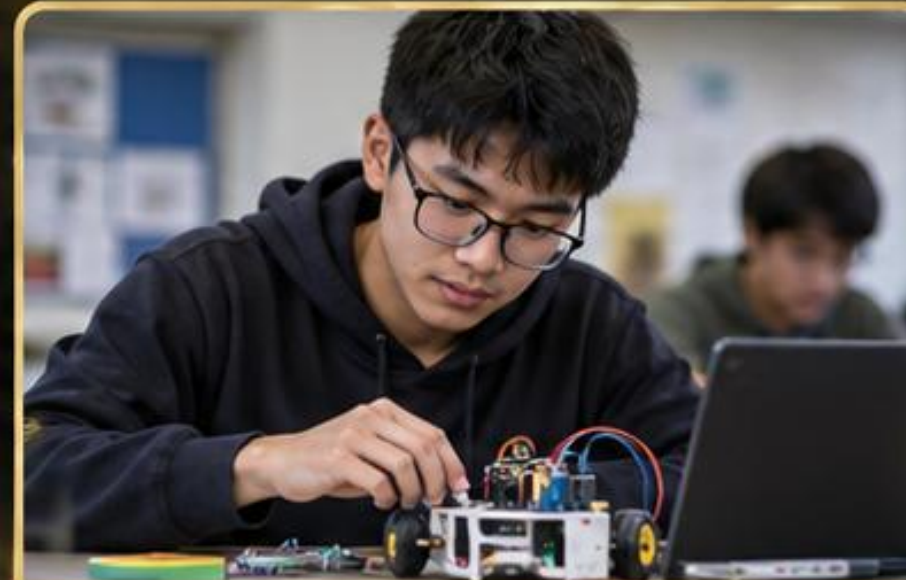
CARING RESPONSIBILITIES



COMMUNITY INVOLVEMENT



SPORT & CLUBS



SCHOOL PROJECTS



HELPING IN A FAMILY BUSINESS

You may have more experience than you realise.
Name it honestly. Connect it to the job.

TWO RÉSUMÉS. TWO PURPOSES.

1 ONLINE APPLICATION VERSION

JORDAN LEE

PROFILE

SKILLS

- _____
- _____
- _____
- _____

EXPERIENCE

- _____

- _____

EDUCATION

- _____
- _____
- _____

- Simple single-column layout
- Standard headings
- Built for online reading

2 EMPLOYER HANDOUT VERSION

JORDAN LEE



PROFILE

SKILLS

- _____
- _____
- _____

EXPERIENCE

- _____

- _____

EDUCATION

- _____
- _____
- _____

- _____
- _____
- _____

- _____

- _____

- _____
- _____

- Professional photo and design
- Easy for a person to scan
- Made to hand over directly

SAME INFORMATION. DIFFERENT PRESENTATION.

USING AI WITHOUT LOSING YOUR VOICE

AI CAN HELP YOU



Understand a job advertisement



Identify relevant keywords



Improve a sentence



Check spelling



Practice interview questions



YOU STAY RESPONSIBLE



Every claim



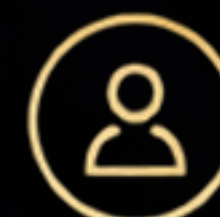
Every qualification



Every date



Every example



The final wording

If you cannot explain it at the interview, it should not appear in your résumé.



THE COVER LETTER

ONE PAGE. WRITTEN FOR THIS EMPLOYER.

1

1

NAME THE POSITION

Show that you know which job you want.

2

2

EXPLAIN YOUR INTEREST

Why this role and this employer?

3

3

PROVIDE RELEVANT EVIDENCE

Give one or two examples that match the job.

4

4

CONFIRM AVAILABILITY

Invite the employer to contact you.

Personal. Relevant. Easy to read.

PART 4: GET TRUSTED

Trust is built in the small moments before, during and after the interview.

ANSWER ARRIVE LISTEN PROVE FOLLOW UP

INTERVIEW ANSWERS **NEED EVIDENCE**

THE STAR METHOD



AI PRACTICE COACH

- Identify likely questions
- Ask one question at a time
- Check whether your answer covers STAR
- Show where evidence is missing

PRACTICE PROMPT

Act as an interviewer for a _____ position. Ask me one STAR question at a time. After each answer, tell me what is clear and what evidence is missing. Do not invent an answer for me.

Use AI to prepare your story. Use your own experience to tell it.

QUESTIONS YOU CAN ASK

WHY ASKING QUESTIONS MATTERS

- Shows preparation and interest
- Demonstrates confidence
- Clarifies the role and expectations
- Helps you assess the workplace
- Creates a genuine conversation
- Leaves a strong final impression

1

What would I be doing during a normal shift?

2

What does success look like in the first month?

3

What training will I receive?

4

What are the expected hours?

5

When do you expect to make a decision?

Good questions show

preparation, interest and confidence.



BEFORE YOU **SAY YES**

CHECK THE OFFER

- ✓ The employer is genuine
- ✓ Rate of pay
- ✓ Employment type
- ✓ Expected hours
- ✓ Duties and location
- ✓ Written offer
- ✓ Any proposed trial shift



— Excitement is good. **Clear information protects you.** —

YOUR SEVEN-DAY PLAN

A BRIGHTER
TOMORROW
STARTS WITH A
SINGLE STEP

A
BETTER
WORK
LIFE
AWAITS

DAY 1

Choose two
suitable types
of work

DAY 2

Finish your
resumé

DAY 3

Confirm two
referees

DAY 4

Identify ten
local
employers

DAY 5

Apply for
five online
jobs

DAY 6

handout five
resumes

DAY 7

Practise STAR
interview
questions

You do not need to have your whole future worked out today. You only need to take the next genuine step.

BELIEVE • ACHIEVE • SUCCEED

A MESSAGE FROM LETIZIA'S

YOUR PAST DOES NOT DICTATE YOUR FUTURE.

BELIEVE IN WHAT YOU BRING,

TAKE THE NEXT STEP AND GIVE YOURSELF

THE OPPORTUNITY TO SUCCEED.

WE BELIEVE IN YOU

UNTIL YOU BELIEVE IN YOURSELF.



BELIEVE • ACHIEVE • SUCCEED





BELIEVE. ACHIEVE. SUCCEED

FOLLOW



FOLLOW US

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