



The WRITING WIZARDS

Newsletter April 2011

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Welcome,

We are now moving fast towards ten years of service in producing the highest quality written material for individuals, business and organisations. During this time we have taken great satisfaction in helping people to achieve their goals. We have assisted over 6000 clients and delivered resumes and selection criteria to all sectors. The majority of our customers are word of mouth or repeat customers. Our success is based on an ability to clearly understand your strengths and present these to an individual or customer. We appreciate your continued trust in our services.



We have recently launched our new website with the assistance of Michael Smith at Oracle Studios (www.oraclestudio.com.au). Be sure to check it out. With this new site we can upload more regular news and also stay in touch with you, our customer. Within this newsletter we are also introducing a section. Each month we will showcase some of the vacancies available within the region. Below is a selection of their current vacancies.

We look forward to working closely with you in the future and continuing the same level of quality service.

Regards

John Matthews
Proprietor



TP Human Capital is simply an innovative solution to the region's human resource requirements – a truly dynamic and long-term one-stop human resources services provider.

Selection of Current Vacancies:

Recruitment Consultant: QLD - Townsville - TP Human Capital, TP human capital are seeking an experience recruitment Consultant to join their vibrant and dedicated team

Welding Supervisor: QLD - Townsville - TP Human Capital
TP human capital are recruiting for experienced Welding Supervisor for a refinery based in Townsville

Business Manager: QLD - Townsville - TP Human Capital
Our client currently has an exceptional opportunity for a manager in their Townsville branch

Temp Administrators: QLD - Townsville - TP Human Capital
Earn quick \$\$\$ from part time or full time, long or short contracts

Underground Service Crew: QLD - Townsville - TP Human Capital,
Underground service crew required for immediate start - 7/7 Roster

For a full list of vacancies visit www.tphumancapital.com.au

Stay Professional to Win that Job

Applying for jobs can be a very distressing process. Most of the issues relate to applying for a significant number of positions without success or applying for positions, usually private industry, and never hearing back. Many people picture themselves in the position before even applying and some have already worked out how to spend the salary. Therefore it is not surprising they are disappointed when unsuccessful.

The reality is that depending on the position you are applying for there could be a significant number of applicants from which only a few are chosen for an interview and from which only one is chosen for the role. Finding that right position can be a challenging and long term process. Here are some tips to remain impartial and professional during this process:

- Ensure that you choose the right position, one where you have at least a chance of getting an interview
- Consider what you really want out of the application process, at what stage would you be happy? Is it simply meeting the criteria, reaching an interview stage or getting the job?
- Realise that there are a significant amount of people looking for work at this time and employers have to make a decision based on a criteria where you have to be competitive
- Do not ring the organisation and abuse them or tell them how distressed you are at not getting the job



Failing in this process does not mean you don't have good skills or will never find a job. It just means at this time, in this place and for this position another person was selected. Your attitude and approach to this process makes all the difference. If you are satisfied that your application was the best you could do then the decision on who is selected is out of your hands.

In a full employment situation finding a good job can be very competitive. To get the position you require takes persistence, perseverance and a willingness to remain emotionally detached.

Full List of Services

Human Resources:

- Selection Criteria Development
- Selection Criteria / Resume Workshops
- Resume Development
- Interview Coaching
- Position Descriptions
- Organisation Structures
- Recruitment and Retention Practices
- Supervision Mechanisms
- Performance Review Processes
- Skills Gap Analysis of Employees and / or the Organisation as a Whole

Business / Community Development:

- Development of Management Systems to Standards
- Auditing of Management Systems against Standards
- Tender Document Development
- Grant Submission
- Strategic and Business Plans
- Marketing Plans
- Internal Systems Efficiency Analysis And Development
- Business Mentoring
- Financial Account Management
- Financial Accounts System Development
- Company and Project Presentation Development
- Feasibility Studies
- Market Research
- Video Scripts
- Webpage Content
- Grammatical and Structural Editing of Business Documents

General services:

- Typing
- Letters
- Articles
- Newsletters
- Grammatical and structural editing of documents

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