

LOOKING FOR A JOB IN AUSTRALIA?



Visa First Work Pack

Welcome to Australia!
We hope you find the following work pack useful!

Based on feedback from our clients we have produced this guide to assist you to find work in Australia. It contains:

1. Advice on your Cover Letter.
2. A Downloadable CV Template.
3. A Database of over 200 recruitment agencies in Australia.





COVER LETTER AND CV GUIDE



All working holiday makers should have a well presented cover letter and cv when applying for any job in Australia. The following 2 pages provide a guideline for your cover letter along with a sample and a link for downloading a shell for your CV to fill in.

1. Cover Letter:

Always personalise the covering letter. Sending a resume without a covering letter is like starting an interview without shaking hands. The main purpose of the cover letter is to introduce your resume and highlight the main points that are most relevant to the job being advertised.

Your closing should be brief. You can end the letter with an active statement, such as an offer to contact the employer within a specific period of time, usually one or two weeks. Close the letter by thanking the reader for their time and consideration and pay attention to the following tips:

- Like the resume, the cover letter should be written specifically targeted towards the job at hand. Do not write one cover letter and send it to everyone.
- Cover letters are meant to highlight your talents and experience.
- This can't be stressed enough - your cover letter, like your resume, should be perfect! Make sure there are no grammatical or spelling errors. Don't rely on your computer's spell check. Get a friend or teacher to read it over for you.
- Every cover letter should fit on one page.

Sample Cover letter

Dear Ms Ryan.

I was interested to see your advertisement seeking a new customer service representative as I have been seeking just such an opportunity and believe my skills and experience would be a good match for XYZ Advertising.

Please find my resume enclosed for your perusal/review. Of particular relevance/interest is the five years I spent in a 'x company' working in customer service. I have a passion for customer service and, as you will see from my resume, a good understanding of the sector I would be working in.

I look forward to having an opportunity to meet with you to further discuss how I can contribute to your team. You can reach me on (phone number) if you would be interested in interviewing me for the position.

Yours sincerely,
Jane Seymour

1. CV Template

If you are planning on submitting your CV to recruitment agencies in Australia you can find a sample shell for a cv by clicking: www.visafirst.com/sample-cv-australia.doc.

Simply complete this cv template, save it on the computer and email it to yourself for your own records.

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Our Job Advice service provides you with a list of recruitment agencies, so you can be quickly pointed in the right direction and find out where to start applying for jobs straight away. In addition you receive 12 months free Internet access in our office so you can job search.

2edu Recruitment - www.2edu.com.au

We are specialists in Academic Recruitment and Institution Resource Consulting. Ph: 0061 2 8262 4900

2it Recruitment - www.2it.com.au

We specialise in Human Resources consulting and Recruitment for Information Technology Companies.

3S Solutions - www.3s.com.au/

3S has developed an enviable reputation as a recruiter of choice for Sales professionals throughout Australia. Ph: (02) 8440 5500

AA Appointments - www.aaappointments.com

AA Appointments offers complete recruitment solutions to clients and candidates within the Travel & Hospitality industries; from entry level through to executive management. Ph: 00 61 7 3229 9600

About Recruitment - www.aboutrecruitment.com.au

About Recruitment provides recruitment services for employers and employment opportunities for job seekers. Ph: 02 9988 3736

ABRS Socialworks - www.socialworks.org.au

We are a unique recruitment agency that works with social welfare professionals and employers. Ph: 02 9218 2334

Accel

Accel provides specialist recruitment solutions in the Information Technology, Office Administration, Finance & Accounting and Senior Executive sectors.

ACRWORLD - www.acrworld.com

ACRWORLD is a specialist Australian expat recruitment company targeting senior level, International and National appointments. Ph: 0061 2 8079 0900

Adaps - www.adaps.com.au

Vast opportunities. The most coveted clients. Dream salaries & cutting edge IT contracts! This is ADAPS Unfair Advantage!. Ph: (02) 9253 4300

Adecco - www.adecco.com.au

Adecco is the leading worldwide staffing and recruitment Services Company. Ph: (02) 9244 3400

Aequalis Consulting - www.aequalisconsulting.com.au

Our primary purpose is to create sustainable value for our clients, focusing on the provision of top-level recruitment strategies and solutions to meet the business challenges they face. Ph: 02 8916 7600

Alliance Business Support - www.alliancerecruitment.com.au

Alliance Business Support specialises in the delivery of quality business support staff to organisations across Australia. Ph: 02 9250 8100

Allied Personnel - www.alliedps.com

Consultants have a wealth of Human Resource Management experience. Personal professional and prompt service is what Allied Personnel is about.

Ambit Engineering Recruitment - www.ambitengineering.com.au

Ambit Engineering are oil, gas and mining recruitment specialists

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Ambition Group - www.ambition.com.au

A major recruitment group with specialist recruitment firms in accounting & finance, IT, accounting support and office support staff. Ph: 02 9248 6200

Ambrose Recruitment - www.ambroserecruit.com.au

Patricia Ambrose established Ambrose Recruitment in Queensland in 1996. Ph: 0061 (0)7 3210 2222

Apsley Recruitment - www.apsleyrecruitment.com.au

Apsley Recruitment is a specialist Banking & Finance Recruitment firm & is 100% Australian owned. Recruiting with Integrity. Ph: 0061 2 9247 3399

Armstrong Personnel - www.armstrongpersonnel.com.au

Armstrong provides tailored solutions to company's requirements and has extensive experience with large and small organisations, state and local government departments. Ph: 0061 3 9822 7988

Australia Wide Personnel - www.australiawide.com.au

Engineering manufacturing and technical recruiters. Ph: 0061 3 9847 6500

Australian Personnel Solutions - www.australianpersonnel.com.au

Australian Personnel Solutions (APS) is a leading consultancy in temporary and industrial recruitment.

Australian Recruiting Group - www.australianrecruiting.com

Australian Recruiting is a national leader in the provision of recruitment and human resource consulting services. Ph: 1300 123 450

Banking & Finance Resources

"Admin & Office Support, Human Resources, Accounting, Finance & Banking, Scientific, Medical & Technical, Management & Executive Placement..."

Bayside Group - www.baysidegrp.com.au

Whether you are looking for a casual contract or permanent position Bayside will find you a position. Ph: 0061 3 9864 6000

BDS People - www.bdspeople.com.au

BDS a globally active group that's moved to prominence in Telecommunications, Engineering & Drafting, Information Technology & other high tech fields. Ph: (02) 8838 7600

Becks Wiggins Stokes - www.bwsrecruitment.com.au

Becks Wiggins Stokes is committed to assisting clients and candidates achieve their business and career goals. Ph: 03 9699 2880

Beilby - www.beilby.com.au

Beilby Corporation is one of Australia's largest privately owned human resource consulting groups. Ph: 0061 2 9256 7000

Blue Tongue Recruit - www.bluetonguerecruit.com

Blue Tongue have been trading since 2001, Our demonstrated passion is achieving HR-recruitment outcomes for our candidates and clients alike. Ph: (02) 8875 7783

Blyss Personnel - www.blysspersonnel.com

Serving clients best by putting candidates first in Engineering & Drafting and Accounting, Banking & Finance. High-calibre professionals. Employers of choice. Top-notch, Australia-wide recruitment, consulting and project management services. Ph: 1300 788 511

Brewer Morris - www.brewermorris.com

Brewer Morris is the world's leading international specialist tax search and recruitment firm. Ph: 0061 (0)2 9221 0099

Brooklyn Group - www.brooklyngroup.com.au

Brooklyn Group is Australia's leading relationship driven recruitment services provider. Ph: 02 9240 6666

Brunel Energy - www.brunelenergy.net

Since 1975 Brunel Energy have specialised in the provision of engineering human resource services, on a global basis, to the Oil & Gas, Petrochemical, Power Generation and Construction industries worldwide. Ph: 03 8676 0372

BSI People Pty Limited

For candidates we aim to assist with a career and not just a job. For contractors we provide opportunities but also advice and support.

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Burgess Paluch Legal Recruitment - www.bplr.com.au

Burgess Paluch Legal Recruitment is a boutique specialist legal recruitment company.

Business Recruiters Australia

"Our 98% retention rate on placed candidates must mean we are doing something right!"

Cadden Crowe - www.caddencrowe.com.au

Cadden Crowe is a professional Search and Selection company committed to satisfying the needs of our clients and candidates. Cadden Crowe has offices located in Brisbane, Sydney, Melbourne, Perth and Port Moresby. Ph: (02) 9957 5466

Candle ICT - www.candlerecruit.com

At Candle, we pride ourselves in offering you a quality placement service and more job opportunities than any other agency in Australia. Ph: 02 9251 8100

Careers Unlimited - www.careersunlimited.com.au

"In developing relationships with clients and candidates alike, our focus is on being seen as your partners in recruitment". Ph: (02) 6257 8299

Carmichael Fisher Pty Ltd

Carmichael Fisher brings together the individual and collective experience of some of Australia's leading recruitment consultants.

Catalyst Recruitment - www.catalystrecruitment.com.au

Established in 1991 Catalyst Recruitment is a supplier of human resource and recruitment services to more than 3000 companies nationally. Ph: (03) 6234 7966

CDI Anderselite Australia Pty Ltd

AndersElite enjoys an international reputation for delivering a service totally in tune with the needs of both clients and jobseekers.

CDS Personnel - www.cdspersonnel.com.au

CDS Personnel was established in 1953 & is 100% Australian owned. Ph: 9593 9555

Centastaff - www.centastaff.com.au

Centastaff was formed in 1998 because of a demand in the

marketplace for a fresh personalised thorough and cost effective service. Ph: (03) 9267 9111

Challenge Recruitment - www.challengeld.com

Challenge Recruitment Ltd was established in 1991 and has grown into a national company providing a "one-stop-shop" recruitment service within a number of disciplines.

Chandler Macleod - www.chandlermacleod.com

Chandler Macleod provides executive search and selection, professional recruitment and HR consulting solutions across a range of industries. Ph: 02 9313 9600

Chandler Macleod Accounting & Financial Services -

www.chandlermacleod.com

Chandler Macleod Professional has an exceptional capability within the area of Accounting and Finance recruitment, providing temporary, contract and permanent recruitment services to this unique and highly specialised sector.

Charterhouse Medical - www.charterhousemedical.com

Charterhouse Medical is Australia's fastest growing and leading medical recruitment company that provides locum and permanent recruitment services. Ph: 0061 2 9641 2400

Charterhouse Partnership - www.charterhousepartnership.com.au

Charterhouse is an Australian owned consultancy driven by some of the most successful, experienced and professional recruiters in the local marketplace.

Childcare Outcomes

Childcare Outcomes is an independent recruitment agency that specialises in meeting the recruitment specific needs of child care centres across Aust.

Choice HR

Choice HR is proudly a subsidiary of Challenge Recruitment Ltd which in turn is a subsidiary of the Rubicor Group. The Rubicor Group is one of Australia and New Zealand's largest and most diverse recruitment and human resource consultancy groups.

CiT Professionals - www.citp.com.au

CiT have built up an extensive network of seasoned IT professionals who have a proven capability to deliver results.

CK Recruits - www.ckrecruits.com.au

Specialising in business support and call centre staff CK is

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committed to providing quality service for clients and candidates alike. Ph: 0061 3 9670 5255

Clicks IT Recruitment - www.clicksrecruit.com.au

We provide specialist permanent and contracting recruitment services for IT professionals. Ph: (02) 9200 4444

CM Health

Chandler Macleod Medical is managed and operated by health and recruitment professionals so we understand your needs and can offer expert advice and support.

CM HR

CMHR is the specialist HR recruitment business of the Chandler Macleod Group. We are a national team of experienced HR professionals who focus on assisting our clients to build world class HR teams, and our candidates to develop successful HR careers.

Cobalt Recruitment - www.cobaltrecruitment.com

Cobalt is a leading specialist recruitment provider for the Real Estate and Finance Industry, recruiting for all the key professional functions of the commercial and residential property sector across the Australia. Ph: 0061 2 8211 0450

Command Recruitment Group - www.command.com.au

Command Recruitment Group is a specialist recruitment service that provides companies with contractual and permanent professional staff. Ph: 02 9262 5656

Compass HR Group

Compass HR Group has successfully established a reputation as a leading provider of human resources solutions to the recruitment industry.

Constructive Recruitment - www.constructive.net.au

Constructive Recruitment is a boutique consultancy who offers a diverse range of client and candidate recruitment services. Ph: 02 9929 3000

Consulting & Corp. Strategy

SWA is one of the fastest growing corporate human resource services providers in the country.

Corus People Solutions - www.coruspeoplesolutions.com.au

Finding the right job, or the right person for the job, can be challenging.

A wrong decision in the recruitment process can result in a mismatch that can be expensive and stressful for all involved. Ph: (02) 8821 4906

Data #3 Limited – www.data3.com.au

Data#3 is one of Australias largest and fastest growing providers of end-to-end IT solutions. Ph: 1300 23 28 23

Davidson Recruitment - www.d-r.com.au

We take the time to find out what is important to you what drives you and where you want to go. Ph: 0061 7 3023 1000

Defence & Aerospace Recruiters Australasia

Our strength lies in our ability to identify and recruit specialist personnel through the utilization of our consulting team's strong industry network

Design & Build Recruitment Pty Ltd

Design & Build Recruitment is a consultancy specialising in the Victorian Construction, Engineering, Architecture, Planning & associated industries.

Design & Construct - www.designandconstruct.com.au

Design & Construct is a boutique recruitment agency that specialises in providing design and construction recruitment solutions. Ph: 02 9955 2299

DFP Recruitment - www.dfp.com.au

Our Vision is to be the natural choice for the provision of recruitment services throughout Australia. Ph: 02 9200 3670

Diamond Hr Group Pty Ltd

Diamond hr Group is a newly created HR organisation that aims to bring new understanding to the complex, multi-dimensional aspects of business and people.

Diversiti - www.diversiti.com.au

Diversiti is the specialist IT recruitment division of Chandler Macleod recruiting IT professionals into contract and permanent roles across a range of industries. Ph: 02 9269 8666

Downing Teal & DT Workforce - www.dtworforce.com

Downing Teal Pty Ltd is one of Australias longest established and most successful human resource consultancies. Ph: 0061 (08) 9226 4511

Drake International - www.drake.com.au

Drake International is a global leader in sustainable HR practice and talent management. With 25 offices across Australia and operations globally in 9 countries Drake is a world leader in the provision of temporary and permanent recruitment.

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Edge Recruitment - www.recruitmentedge.com.au

Edge Recruitment is a professional consultancy specialising in staffing services including Permanent & Temporary selection and recruitment. Ph: 02 9317 2333

Entec - www.entec.com.au

Entec is the specialist engineering, technical and operations division of Chandler Macleod recruiting professionals into contract and permanent roles. Ph: 02 8913 7777

Enterprise Architects - www.enterprisearchitects.com.au

Companies invest millions of dollars in their IT environments. With all this money being spent wouldn't you think they would want to know how their IT investments support the business? Ph: 0061 3 9615 6500

Entree Recruitment - www.entree.com.au

Exclusive temporary and permanent recruitment consultancy with specialist consultants dedicated to assisting you find that perfect role. Ph: (08) 8100 8877

ESperille Pty Ltd - www.esperille.com.au

ESperille is a boutique consultancy active in the permanent, temporary and contract appointment markets. As a preferred supplier to many international and local organisations, we are committed to serving our candidates and clients with equal dedication. Ph: 0061 2 8234 0222

Excelior - www.excelior.com.au

The Contemporary alternative to outsourcing. Ph: (02) 8252 3100

ExecSupply - www.execsupply.com.au

ExecSupply is a specialist executive recruitment provider within the Supply Chain, Procurement and Logistics sectors. As a specialist business of the Chandler Macleod Group, we are uniquely positioned to provide specialist industry and market knowledge.

Executive Profile

Executive Profile Pty. Ltd. is an Australian recruitment services company specialising in the recruitment of Sales & Marketing professionals

Expect A Star Education Services - www.expectastar.com.au

Expect A Star Education Services are specialist recruiters for the early childhood sector. Ph: 1300 669 653

Extra Group

A Quality Assured Company we take pride in the flexibility of our services the accuracy of our selection processes.

Finite IT Recruitment Solutions - www.finite.com.au

Finite is Australia's leading "IT recruiter of choice" and largest independent IT recruitment specialist. Ph: 0061 2 8243 6868

Focused Recruitment - www.focusedrecruitment.com.au

FOCUSED Recruitment is a relatively young company. Ph: 0061 8 9427 5300

Forbes Human Resources

Providing recruitment services in all areas of business support, administration, office and call center staff on a permanent and temporary basis.

Forstaff Aviation - www.forstaffaviation.com

Forstaff Aviation is a division of Chandler Macleod part of the SolAero group of specialist aviation brands which also includes Global Aviation Personnel (GAP) and Global Airport Services (GAP). Ph: 0061 3 52279164

Frazer Jones - www.frazerjones.com.au

Global Human Resources Recruitment. The leading HR specialist offering permanent and interim/contract recruitment services with an unrivalled network of the best HR career opportunities via offices in Australia, United Kingdom, Middle East and Asia. Ph: 061 2 9236 9090

Frontier Recruitment - www.frontierjobs.com.au

Frontier Recruitment is a Canberra-owned and operated recruitment company specialising in 'white collar' permanent, non-ongoing and contract recruitment for government and the private sector. Ph: (02) 6230 0355

Frontline Construction - www.frontlineconstruction.com.au

Construction recruitment is the only thing we do and we do it very well...to get the best RESULT for YOU. Ph: 02 9411 1300

Fusion People - www.fusionpeople.com

A leading provider of Technical Recruitment Services to the Built and Natural Environment. Ph: 023 8062 6555

Future Prospects International - www.future-prospects.net

Permanent contract and temporary staff over a range of industries. Ph: (02) 9223 3033

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Gel Group - www.gelgroup.com.au

Taking your career to the next level is possible when you use a recruitment specialist that understands your line of work and industry. Ph: (08) 9324 1411

Gemmell Ovenden Walsh Recruitment - www.gowrecruitment.com

Gemmell Ovenden Walsh is a boutique recruitment consultancy, providing discreet market research and search solutions. Ph: 00612 9252 7801

GEMTEQ Executive - www.gemteq.com.au

We are an Australian owned and operated professional services company formed in July 2000 to provide global corporations with tailored recruitment solutions. Ph: 02 8243 1999

Global Recruitment - www.globalrecruitment.net

Global Recruitment is a Brisbane-based international recruitment agency that specialises in USA placements. Ph: 0061 2 8905 0500

Glotel - www.glotel.com

Glotel is one of the fastest growing specialists in IT&T recruitment services in Australia. With a network of 22 offices throughout Asia-Pacific.

GMT Recruitment - www.gmtpeople.com

GMT Recruitment sources and selects quality people and connects them with our Australian and Global clients. Ph: 1300 136 468

GR Law - www.grlaw.co.uk

GR Law is in a terrific position to pinpoint exactly where these opportunities are and to make sure you take full advantage of the current market. Ph: 0061 2 9220 4400

Green and Green Recruitment

Running a successful business has a lot to do with the quality of your people. It's about professionals who not only have the necessary skills and experience, but who are willing to go the extra distance to get the job done.

Green IT Talent - www.greentalent.com.au

We deliver quality IT Recruitment Services to the Australian business community. Our focus is to provide consistent 'sustainable' recruitment services to our clients, candidates & contractor workforce resulting in long term professional partnerships. Ph: 03 8610 6378

Greythorn - www.greythorn.com

Greythorn is one of Australia's most established and

reputable IT Recruitment Consultancies. Ph: 0061 2 9249 8000

Hallis - www.hallis.com.au

Hallis is one of Australia's truly integrated and customized national human resource and staffing companies. Ph: 02 8274 3900

Hamilton James & Bruce - www.hjb.com.au

Hamilton James & Bruce's purpose is clear and simple - improving working lives. Ph: (02) 8248 7000

Hays Specialist Recruitment - www.hays.com

Hays is Australia's largest group of specialist recruitment consultancies. Ph: 1800 805 051

Health Staff Solutions - www.healthstaffsolutions.com.au

Health Staff Solutions is a specialist recruitment company with over 15 years experience in the Healthcare Industry. Ph: 0061 2 9223 5600

Hender Consulting - www.hender.com.au

Specialist management consultancy providing a range of services including contract & permanent recruitment and professional HR Management solutions. Ph: (08) 8100 8888

Hender Care - www.hendercare.com.au

HenderCare Pty Ltd is a nursing and support services agency providing services in South Australia New South Wales and Queensland. Ph: 0061 8 8100 8855

HOBAN Recruitment - www.hoban.com.au

HOBAN Recruitment is an Australian owned and Victorian based company and has been providing permanent and temporary staff services for over 30 years. Ph: (02) 9978 1700

Hospitality Recruiters Australia

There is no such thing as overnight success in the hospitality recruitment business!

Integrated Group - www.integrated.com.au

Integrated Group is a leader in Australia in the supply of recruitment, labour hire and managed labour services across all industry sectors. Our services are provided through a branch network in excess of 40 offices employing over 7,000 people daily. Ph: (02) 8884 4300

IT Matters Recruitment - www.it-matters.com.au

I.T. Matters was launched in Sydney at the turn of the new millennium following the boom that was Y2K. Ph: 0061 2 9293 1700

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JD Corporate - www.jdcorporate.com.au

JD Corporate provides specialist executive and support staff across all industry sectors nationwide. Ph: 0061 2 9237 2300

Jenny Barbour & Associates - www.jennybarbour.com.au

Jenny Barbour & Associates has been focusing exclusively on ICT recruitment on a permanent and contract basis since 1998. Ph: 0061-3-9821-5606

Jobfind Centre - www.jobfindcentre.com.au

Jobfind Centres Australia is part of the Angus Knight Group, an Australian organisation and incorporates WorkDirections Australia. Ph: (02) 9259 5555

JPA Recruitment to Recruitment - www.j-p-a.com

Recruitment to recruitment. JPA are one of the most established R2R firms in the world with offices in Sydney 4 offices in the UK & one in Ireland. Ph: 0061 2 8249 4033

Julia Ross Recruitment Ltd - www.juliaross.com.au

Julia Ross Recruitment specialises in providing a responsive, tailored service to clients and job seekers alike through our specialised divisions. Ph: 02 8267 4600

Kaleidoscope Legal Recruitment - www.klrecruitment.com.au

We specialise in recruiting across Australia for legal secretary roles, paralegal, administration, support staff, IT and finance staff for vacancies at law firms and corporate clients

Kelly Services - www.kellyservices.com

We provide recruitment and staffing solutions in the areas of: office contact centre light industrial engineering & scientific.

KPMG - www.kpmg.com.au

KPMG brings the highest level of professionalism and integrity to executive search and selection. Simply put, we assist you in recruiting the best candidates, to meet your business needs.

Launch Recruitment Pty Ltd - www.launchrecruitment.com.au

At Launch Recruitment we are passionate about the way we care for our candidates, from our first contact with you through to after placement service. Ph: (02) 9232 8133

Laurence Simons International

Laurence Simons International is a leading consultancy

specialising in recruitment for law firms and in-house legal departments worldwide.

Law Staff Australia – www.lawstaff.com.au

Law Staff and Legal & Corporate Staff are proud to recruit for top tier law firms, a large number of medium and small legal practices, barristers' chambers, in-house departments of major corporations and government departments throughout Australia. Ph: 0061 2 9235 3399

Legal Eagles Recruitment - www.legaleagles.com.au

Specialising in the recruitment of professional and support staff for the Legal Industry. Ph: 0061 2 9237 2300

Legal Personnel Pty Ltd - www.legalpersonnel.com.au

Legal Personnel has serviced the legal industry for well over 40 years providing assistance with the recruitment of support staff. Ph: 0061 2 9252 0345

Lloyd Morgan - www.lloydmorgan.com.au

Lloyd Morgan is one of the very few true specialists in the Australian recruitment industry focusing only on Accounting and Finance related roles. Ph: 00612 9225 3700

Locher Human Resources - www.locher.com.au

With a reputation for excellence, we genuinely partner with clients and candidates to place the right people thereby providing a win/win for both parties. Ph: 0061 8 8201 1133

Logical Staffing Solutions P/L

Our success in recruitment is based on building a deep understanding of your career objectives and listening carefully to your needs.

M&T Resources - www.mtr.com.au

M&T stands for Management & Technology. We connect permanent and contract jobseekers with high-calibre organisations offering the most rewarding projects and initiatives in the market.

Mahlab Recruitment - www.mahlab.com.au

The Leader in Legal Recruitment. Excellent opportunities within Private Practice Corporate Contract International and Mahlab Professionals. Ph: 0061 2 9241 1199

Management Search Australasia

Management Search Australasia has built a strong reputation for providing creative, solutions-oriented services in the executive recruitment industry.

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Manpower - www.manpower.com.au

The world leader in the employment services industry, with a worldwide network of 4,500 offices in 80 countries, enables us to meet the needs of our 400,000 customers every year. Ph: 02 9263 8500

Medacs Australia

Medacs Healthcare Australia (until recently Quantum Recruitment) has been in the recruitment industry for more than 20 years and is an expert in recruitment and placement of doctors.

Medistaff - www.medistaff.com.au

Medistaff Nursing Agency was started by nurses for nurses in 1985, and is now part of the largest integrated nursing agency network in Australia. Ph: 1300 661 733

Metier Recruitment - www.metierrecruitment.com.au

Metier is an Australian-owned Recruitment agency specialising in Office Support. Our team has years of experience taking the stress out of the journey. Ph: 02 8258 0100

Michael Page International - www.michaelpage.com.au

Whether you're searching for a permanent, contract or temporary position, Michael Page can assist you with your job search in Finance, Banking, Sales, Marketing, Retail, HR, Legal, IT, Engineering, Procurement, Supply Chain, Property and Mining. Ph: 0061 2 8292 2000

Moir Group - www.moirgroup.com.au

Moir Group specialises in the recruitment of accounting and finance professionals from Accounts Payable/Receivable to Group Finance Director level in Sydney, Melbourne and Brisbane. Ph: 02 9262 4836

Mosaic Recruitment - www.mosaicrecruitment.com.au

Mosaic specialises in sourcing, carefully assessing and placing skilled executive, professional and business support staff at all levels. Ph: 1800 MOSAIC

Motion Recruitment

Motion Recruitment is fast becoming one of Australia's leading recruitment organizations not only for our clients but also our associates that make up.

National Recruitment - www.natrec.com.au

National Recruitment provides temporary, contract and permanent staffing services, from support to executive level. Ph: 03 9509 9899

Nizza Recruitment Services - www.nizza.com.au

Specialising in recruiting executive professional & technical staff in the engineering construction & manufacturing industries. Ph: 07 3234 8000

Now Careers - www.nowcareers.com.au

Part of the award-winning international Now Recruitment Group NOW Careers is a new and innovative company offering Managerial & Technical employment. Ph: 02 9955 4418

Nurseworldwide - www.seek.com.au/advhomes/queenstate/4335_1.htm

We are a leading healthcare recruitment company, supplying nurses & allied health professionals to numerous healthcare facilities internationally. Ph: 1300 658 700

Occupational Health Professionals - www.ohp.com.au/

Occupational Health Professionals established 1985 is Sydney's leading specialised Occupational Health Safety and Injury Management recruitment agency. Ph: 02 9891 4466

Oceanic Human Resources - www.oceanic-hr.com.au/index.php

The Oceanic Financial Group provides business services across a range of activities including. Ph: 1300 852 773

Odyssey Recruitment - www.odysseyrecruit.com.au

Odyssey Recruitment is a recruitment specialist across all levels for the Advertising Creative Marketing and Communications sectors. Ph: 07 3009 7100

OfficeTeam - www.officeteam.com

A division of Robert Half International, OfficeTeam specialise exclusively in temporary administrative personnel. Ph: 03 9691 3663

Olivier Group Pty Ltd - www.olivier.com.au

Click here to check out our job list. Free gift for those who give us feedback. Ph: 02 9262 5344

On The Ball Personnel - www.ontheballpersonnel.com.au

We are specialists in General Recruitment of both temporary and permanent staff and handle roles across a wide range of categories. Ph: 03 9510 2606

OPTIMUM RECRUITMENT GROUP - www.ogroup.com.au/

Optimum's consultants all have a demonstrated track record

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of success in providing specialist recruitment consulting services across a range of disciplines. Ph: 07 3228 8400

Options Consulting Group - www.optionsgroup.com.au/
At Options Consulting Group, our focus is to maintain and develop our extensive knowledge base, credibility and expertise in the manufacturing, engineering, wholesale/ distribution and retail sectors. Ph: 03 9686 6699

Orbis Recruitment - www.orbisrecruitment.com.au/
Each of our three divisions comprises of teams that specialise in the work they do. Ph: 02 9021 8900

Ortus HR Recruitment - www.ortushr.com/
Ortus is a growing consultancy specialising in the recruitment of HR professionals across all market sectors, both in Australia and internationally. Ph: 02 8078 1010

Ottimo - www.ottimorecruitment.com.au/
Ottimo is the Sales & Marketing specialist recruitment and career partner of the Chandler Macleod Group (CMG). Ottimo prides itself in being able to identify exceptional talent with superior qualities. Ph: 03 8629 1117

Oxley HealthCare Recruitment - www.ohcr.com.au/
Oxley Healthcare Recruitment is a specialised practice for Allied Health Professionals which is recognised as an industry pioneer. Ph: 1300 360 456 / 07 3222 4850

Oxley Nursing Service - www.oxleynursing.com.au/
We are one of the industry pioneers in Australia and is recognised as a leading quality Nursing Agency. Ph: 1301 360 456 / 07 3222 4850

Pace Personnel Pty Limited - www.seek.com.au/ADVHOMES/PACEPERSONNEL/589013_1.HTM

Pace Personnel is a boutique personnel agency dedicated to providing personalised service tailored to the individual needs of a discerning clientele. Ph: 02 9221 3833

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people2people - www.people2people.com.au/
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Personnel Concept is a leader in specialist recruitment for professionals in Engineering, Construction, Accounting, IT and Mining across Australia. Ph: 1300 88 32 11

Peter Norman Personnel - www.peternorman.com.au/
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Pinnacle Hospitality People - www.pinnaclepeople.com.au/
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Premium Personnel Perth - www.premiumpersonnel.com.au/
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Programmed Maintenance Services -
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Quadrant Recruitment - www.quadrantrecruit.com.au/
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Qube Recruit Consult - www.quberecruitconsult.com.au/
qube.recruit.consult is a new agency in Sydney specialising in office support. Ph: 02 8239 5222

Quinton Anthony (QA) - www.quintonanthony.com/
Quinton Anthony (QA) is an executive recruitment specialist providing human resource consulting and executive search and selection services to the construction, engineering, property and mining sectors. Ph: 02 9032 2282

Randstad - www.randstad.com/
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Ready Workforce - www.readyworkforce.com.au/

Ready Workforce is the specialist industrial division of Chandler Macleod, focussing on casual, on-hire and permanent placements across Australia. Ph: 02 9269 8666

Real Time Australia - www.realtimeaustralia.com/
Real Time Australia is a specialist ICT recruitment consultancy. We count amongst our clients most of the top 90 ASX Listed Company's as well as some the world's leading and innovative corporations. Ph: 02 9032 2800

Recruitment Academy - www.recruitmentacademy.com.au/
Recruitment Academy offers Recruitment induction and training courses every month for candidates entering the recruitment industry in every state. Ph: 1300 729 249

Recruitment Solutions - www.recruitmentsolutions.com.au/
Recruitment Solutions specialise in the provision of temporary and permanent office and administrative professionals. Ph: 02 9269 8666

Recruitment Vision - www.rvision.com.au/
Recruitment Vision was established to provide proven and innovative processes to the recruitment industry. Ph: 1300 782 585

Reed Specialist Recruitment - www.reedglobal.com.au/
Reed Specialist Recruitment are strongly positioned to offer you a full recruitment consulting service throughout Australia, New Zealand, United Kingdom and Ireland. Ph: 02 8083 8900

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RMA was established in Melbourne in 1991 as a specialist in the Recruitment of Information Technology Professionals. Ph: 03 9622 0333

Robert Half Finance and Accounting - www.roberthalf.com.au/
Robert Half Finance & Accounting is the worlds first and largest specialised recruiting firm for finance and accounting professionals. Ph: 02 9241 6255

Robert Half Financial Services Group - www.roberthalf.com.au/
Robert Half Financial Services Group specialise in placing high calibre finance and banking professionals. Ph: 02 9241 6255

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Robert Half Management Resources is the worlds largest provider of senior level finance professionals on an interim and project basis. Ph: 02 9241 6255

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Ross Information Technology - www.rossjuliaross.com/
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Ph: 03 9682 7044

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& permanent recruitment. Ph: 1300 366 606

SkillQuest Pty Ltd - www.skillquest.com.au/privacy.asp
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Smart Recruitment Consulting - www.smartrecruitmentconsulting.com/
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SMF Recruitment - www.smfrecruitment.com.au/
SMF Recruitment is a Consultancy with a difference. Our complete focus is on delivering the highest quality service to candidates. Ph: 02 9222 8777

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Springboard Consulting Group specialise in Sales Recruitment. Our primary focus is to add measurable value to both our clients and candidates. Ph: 02 8231 6621

Staitte Henningsen Klein (SHK) - www.shk.com.au/
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SustainAbility Consulting - www.sustainability-consulting.com.au/
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Swan Contract Personnel - www.swanpersonnel.com.au/
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TAD -Technical Careers & Contracts - www.tad.com.au/
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Talent International - www.talentinternational.com.au/
Talent International was formed by Managing Director Richard Earl in Perth in 1995. Our progressive, independent IT recruitment company expanded to Sydney in 2000 and has since continued to grow. Ph: 02 9223 9855

Talent2 - www.talent2.com/
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Targeted Resourcing Solutions - www.targeted.com.au/
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Tenth House lists some of the best and most exciting career opportunities in the creative industry. Ph: 02 8222 6200

The Next Step - www.thenextstep.com.au/
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The One Umbrella - www.oneumbrella.com.au/
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The Recruitment Business Pty Ltd - www.macpeople.co.uk/
The Recruitment Business is a specialist recruitment agency supplying to a diverse client base including design and advertising agencies publishing. Ph: 02 8218 2118

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TRC Group - www.therecruitmentco.com/
In operation for 10 years, TRC Group operates via four divisions; TRC Technology TRC Engineering, TRC Public Sector and TRC Search. Ph: 02 8346 6700

Trojan Workforce Labour Solutions - www.trojanworkforce.com.au/
Trojan Workforce is the expert in labour hire solutions. Ph: 02 9692 8599

TSM Selection - www.tsmselection.com.au/
TSM Selection is a specialist recruitment and talent search group active in the energy and heavy engineering services sector throughout the Asia-Pacific region. Ph: 03 9696 9111

Tuckwell Recruitment - www.tuckwell.com.au/
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Turnaround Recruitment / Turnaround HRM - www.turnaroundhrpo.com/
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Unicom Systems is your go-to agency for IT & T permanent and contract assignments on the east coast of Australia. Ph: 02 9955 0088

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WorkPac is an Australian owned recruitment company. Ph: 02 4927 7722

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Xpand Group - www.xpand.com.au/

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