



Edition 4

April 2015

[Visit our Website: www.aimresume.com.au](http://www.aimresume.com.au)

Welcome to the fourth edition of A.I.M Professional Business Support Service's Newsletter for 2015. Thank you for joining us again as we take a look at the latest news and trends and provide you with information you want to know about from the perspective of a jobseeker, employee, employer and business owner. In this edition we will be reviewing public holidays, looking at community events, resumes for employers to be aware of, Q&A, managing lost super and tips to reduce stress at work. Make yourself a coffee, sit back, relax and it's happy reading!

We need a new name!

So we know you are reading our 'newsletter' but we think it's time for a new name. Can you help? We are looking for something creative and eye catching, because writing about business stuff is not always an 'entertaining' read! Email your entries to: business@aimresume.com.au or post to our Facebook Page.



The top five will be revealed and the most voted will become our new name. Entries close on May 31 2015. The winner will receive a \$100 voucher to use toward a jobseeker or business support service.

KEEP IN TOUCH

*We'd love to hear from you!
Got a question you need answered?*

Email us: info@aimresume.com.au

Call us: 0400 844 350 (Samantha)

LIKE an follow us on Facebook:

www.facebook.com/.i.mprofessionalbusinesssupportservices

Follow us on Twitter: @aim_4_success



We've grown and are now operating on the Sunshine Coast!

We have recently extended our specialised (in person) support services to the Sunshine Coast, QLD. Our newest member of the team Antoinette is working alongside myself to provide job seekers and employers assistance in meeting their needs.

Be sure to keep updated via our Facebook page and website.



Q: Should I include a photo on my resume?

A: There is no Yes or No answer to this question. It is more a personal choice, though we don't generally recommend it to our clients as being the norm. With our society today so visual and online, more and more are saying Yes to a photo on your resume.

I guess for now including a photo then opens the world of questions, Did I not get a call because of my photo? Or Did I not get the job because of what I look like?

Our advice is to keep it simple and not provide a photo of yourself unless you are requested to. And generally it's only asked in roles for the Media, Fashion (model casting) and Entertainment (acting) industries.



[epilepsy.org.au](http://www.epilepsy.org.au)

As you know we are proud supporters of the Epilepsy Foundation of Victoria. During this year's Purple Day campaign we donated \$135, and will continue pursuing fundraising efforts throughout the year. To find out more about the work of the Foundation, volunteer or donate, please visit www.epinet.org.au

Mother's Day—May 10 2015



My Bag of Deals Initiative

Welcome to [#MyBagofDeals](https://www.facebook.com/pages/My-Bag-of-Deals/382473731940538?ref=hl), an on and offline initiative promoting small-medium local businesses, offering high value specials, competitions, samples and so much more to our followers via:

<https://www.facebook.com/pages/My-Bag-of-Deals/382473731940538?ref=hl>

The businesses in our directory are personally selected, and have an excellent reputation in their respective industry. Not online often? We distribute the calico bags with deals enclosed at events, businesses and community centres in South East Melbourne and will let you know when this happens. Most deals will have national focus, while others will be specific to Melbourne Metropolitan area. So make sure you have your 'notifications' on to receive regular alerts from our Facebook page. The first 'bag' will be released at the end of May and most deals will be valid until November 2015.

Would you like a Calico Bag sent to you? Limited to the first 50, we will do so at no charge to you. Email us info@aimresume.com.au and we will do so once it's all finalised.



Commemorating ANZAC Day – April 25 2015

ANZAC Day is regarded as one of the most important national days in Australia. It is a time to recognise, reflect and honour the service and sacrifice of all the men and women who have participated in wars, conflicts and peacekeeping operations around the world, including the ANZACs (*Australian and New Zealand Army Corps*) who fought at Gallipoli in Turkey during World War I. This year marks 100 years since the Gallipoli landing. There are many ways to commemorate on ANZAC day, wherever you may be. From Dawn or Local Services, Marches and other ceremonies. Visit: www.anzaccentenary.gov.au for more details.



Do you have lost super?

If you have had multiple super funds through different jobs, changed address, changed names including surnames and changed employers you could have lost super out there.

You can search for your lost super: over the phone by calling **13 28 65** and following the prompts or by downloading and completing a [searching for lost super form](#) on the ATO website <https://www.ato.gov.au/>

Tips on reducing stress at work

- Spend at least 30 minutes a day doing some form of physical activity
- Walk to see a colleague instead of emailing to help you get up every couple of hours
- Hold a walking or standing meeting; ask your employer to consider standing work stations
- Take the stairs instead of the lift
- Instead of eating at your desk, take your lunch outside and go for a walk
- Stand up when you're on the phone
- Get enough sleep so that you feel refreshed for the next working day



PLANNING AHEAD FOR THE PUBLIC HOLIDAYS

Anzac Day: Saturday 25 April (National)

* With Anzac Day being observed on a Saturday, there is no 'additional' public holiday on the Monday except for Western Australia.

Northern Territory: Monday 4 May (May Day)

Western Australia Day: Monday 1 June

Queen's Birthday: Monday 8 June Except WA)

NT Borroloola Show Day - Friday 26 June (NT)

Did you know? The Victorian Government have recently gazetted a Public Holiday for Grand Final Eve.

Working outside your state on a public holiday?

If a public holiday falls in the state where you are based but you are not working there for the day, then you are entitled to the holiday on where you are based.



What's New?

Up skill yourself and get the job you deserve! It's your time to 'SHINE'.

We provide clients with opportunities to up skill and enhance employment prospects through its affiliation with leading RTO's. Certificate, Diploma and Advanced Diploma courses are offered in the following areas:

- Hospitality
- Travel and Tourism
- Business, Administration, HR & Management
- Financial Planning
- Database and Design Development
- Digital Media Technologies
- Software Development
- Website Development
- Beauty Therapy
- Events and Marketing
- Health, Leisure & Community Services
- Nursing
- Pathology
- Salon Management
- Naturopathy
- And so much more....

*** VTG and VET FEE-HELP Eligibility applies**

Let us help you to create a pathway to a fulfilling career where you achieve your personal and professional goals. To find out more, please email info@aimresume.com.au or call **Samantha** on **0400 844 350**.

In touch with the Community

The WW1 Centenary Exhibition at the Melbourne Museum: 18/4/15 – 12/7/15

A hundred years since the first shots were fired during the 1st World War that reverberated through the universe, don't miss your chance to commemorate the war that changed the world.

Australia's Biggest Morning Tea: 1/5/15 – 30/6/15

Host a morning tea in May or June to help the Cancer Council raise funds for cancer research, prevention, and support.

<http://www.weekendnotes.com/community-yoga-at-healthy-energy/>

Kiss Goodbye to MS: 1/5/15 – 31/5/15

Join Multiple Sclerosis (MS) Australia and Kiss Goodbye To MS by raising funds for research into the prevention and treatment of MS, as well as to provide support services for people with MS.

To participate, get sponsored to wear red, to do something outside of your comfort zone, to host a fundraising event; and donate directly to MS Australia.

<http://www.weekendnotes.com/kiss-goodbye-to-ms/>

Live below the line 2015: 4/5/15 – 8/5/15

Eat on \$2 a day for 5 days to help end extreme poverty.

<http://www.weekendnotes.com/live-below-the-line-melbourne/>

