

Maximise your employment prospects while you study!

Get Work Experience Early

Employers value experience – all experience. Think about the skills you have learned from all of your casual and part-time jobs – these are transferable skills and can be built into your resume.

Start Reviewing Job Ads

Look for interesting positions, for the language used in job ads, for names of companies who advertise the jobs that interest you. Sources might include newspapers, online job boards such as Seek, Indeed and LinkedIn

Join Student Organisations and Professional Associations

Many jobs are not advertised but are filled through networking. Making contacts through these types of organisations can get your name out there if you are looking for work or work experience.

Become Known to Teachers and Faculty

Academic staff are important as references.

Attend Seminars and Workshops

Take advantage of all learning opportunities that are offered at your educational institution – you may not get credit for them but they will help you get a job.

Get References from your Employers

This includes all part-time and casual work and work experience.



Start Working on your Resume – Early

Develop your basic resume and keep updating it with new skills and jobs so it is ready at short notice when you need it. Lead time for some job applications can be very short. Use a Portfolio approach so you can so you can include examples of your work (if appropriate).

Good Results do Impress Employers

It doesn't matter what you have studied, employers will view your application more favourably if you have good results. However, many employers also look for evidence that demonstrate skills such as communication skills, social skills, leadership, etc