



## **Factsheet - 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 READING JOB ADS**

Look for interesting positions, for the language used in job ads, for names of companies who advertise the jobs that interest you.

### **JOIN STUDENT ORGANISATIONS AND PROFESSIONAL ASSOCIATIONS**

70% of 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 credits 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 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 “soft skills” including communication skills, social skills, leadership, etc

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