



## Factsheet – Ten Ways to get going in your career

1. **Attend a National Career Development Week Campaign registered event.** Check our calendar of events to find out what's happening in your area.
2. **Take responsibility for your career.** You are the only person who can determine the best pathway for you. And you're the only one who can put it into action and feel the satisfaction of achieving your goals. Your education and your skill development are more important than ever in the current economic climate. *Invest in yourself and your future NOW.*
3. **Research career opportunities at [www.myfuture.edu.au](http://www.myfuture.edu.au).** Enter job titles or keywords to find jobs in your state or territory.
4. **Read an inspiring biography.** The life story of someone you admire will give you an insight into how that person achieved their goals. How did their family, friends, interests and the events in their life influence them and their career? How can you apply their lessons to your life?
5. **Research careers that interest you.** How can learn more about it? Are there any related courses in your local area? Can you spend a day with someone who works in the field?
6. **Learn more about career development** by taking the free online course at [www.career.edu.au](http://www.career.edu.au). Once you have registered, go to 'Assisting yourself or others towards the right career pathway?'
7. **List all the things you always wanted to do.** Prioritise your list and research ways you can achieve your goals. Challenging goals can be broken down into small, realistic steps. Put your list up at home so you stay focused.
8. **Think about you.** What do you want from life? It is enlightening to make a long and honest list of things that are important to you. Write down your likes and dislikes, your strengths and weaknesses, your personal beliefs, interests and aspirations. Write a list of volunteer or paid work you would enjoy, and research some of these options.
9. **Develop your portfolio.** A portfolio includes your resume, personal references, qualification certificates, awards, a statement of your current career goals and evidence of any professional memberships and any other documents relevant to your career. It can also include documents that relate to your leisure activities. A portfolio is evidence of your abilities, achievements and interests.
10. **Get advice.** Talk to a career practitioner, mentor or approach someone who works in the field. Before you approach someone, think about your priorities and write a list of questions you would like to ask.