



Australian  
National  
University



## ANU CAREERS GUIDE

### A Practical Guide To Career Success

Your guide to:

- Planning your career
- Getting advice and experience
- Maximising your employability

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# YOUR ANU DEGREE, CAREER AND FUTURE



## Welcome to the ANU Careers Guide.

This guide was developed by the ANU Careers team to complement the services and resources we provide to students. Our team is passionate about facilitating student career development and ensuring ANU students have the tools and knowledge to successfully navigate their future careers.

The world-class education you receive at the Australian National University is highly regarded by employers, with ANU graduates rated amongst the most employable in the nation (Times Higher Education - Global Employability Ranking 2019).

Forging a successful career is more than just gaining academic knowledge and employability skills. Understanding your skills, interests, and values, along with awareness of current and future labour market trends are integral to success. Equally essential, is building knowledge and skills that allow you to confidently search, apply and interview for jobs.

This guide offers advice and information to support the development of your career management skills. In addition, you will find best practice and evidence-based answers to common questions such as:

- > What job options exist for my degree?
- > How do I make myself employable?
- > How do I access work experience, internships and vacation work?
- > How do I effectively market my skills, experience and qualifications?
- > What job search strategies are most effective in my field?

Use this guide and our services to explore your own career questions and to set you up well for planning and preparing for a successful career.

All the best for your time at ANU and for your future career.

**ANU Careers**  
Student Learning and Development

# Career services



# HOW ANU CAREERS CAN HELP YOU

ANU Careers is here to help you maximise your potential and make a successful transition from education to work.

We provide a wide range of services to assist with career planning and decision making, job search, accessing employers and employment opportunities, building employability skills and successfully navigating application, interview and selection processes. Our services extend to all ANU students and recent graduates (up to a year after graduation).

## ANU Careers Website

Updated regularly, the ANU Careers Website ([careers.anu.edu.au](http://careers.anu.edu.au)) and CareerHub ([careerhub.anu.edu.au](http://careerhub.anu.edu.au)) provide career and employment opportunity information for the exclusive use of ANU students and recent graduates.

You must register on ANU CareerHub to access appointments with a careers consultant, to register for workshops and employer presentations, and to search for casual, internship and graduate roles.

Register to access:

- > Casual and part-time jobs
- > Graduate and full-time employment opportunities
- > Work experience and internships
- > Career consultation appointments
- > Seminars and workshops
- > Employer events and career fairs
- > Useful information on career pathways and resources

Connect with us on Facebook for the latest careers news and information: [facebook.com/ANUCareers](https://facebook.com/ANUCareers)

## Careers Toolkit

The Careers Toolkit helps students and graduates navigate today's job market and move their career forward with confidence, whether they are searching for their first role, approaching graduation, or going through a career change. It contains interactive activities, e-learning content, resume builder and self-assessment tools. You can access the Careers Toolkit via the ANU Careers website.

## Career Advice

Our consultants advise students and recent graduates on career and employment opportunities associated with their program. Consultants also help students understand their career interests and how they relate to career decision making and further study. Confidential consultations can be booked through CareerHub.

### Not in Canberra?

That's okay, just email us at [careers@anu.edu.au](mailto:careers@anu.edu.au) or phone +61 2 6125 3593 to arrange a telephone or email consultation.

## Application Reviews

Our consultants offer the opportunity for students to receive individual feedback on applications including CV/Resumes, cover letters, selection criteria responses, interviewing and psychometric testing. Book in via CareerHub.

## Career Workshops and co-curricular activities

Throughout the year, our consultants provide a range of seminars and workshops relevant to graduate employment options, labour market trends, career development and job applications. They work closely with staff across the University including halls of residence and Colleges to deliver career education to complement courses and co-curricular activities. They also partner with academics and course convenors in Colleges to develop and deliver integrated career development programs. View seminar and workshop offerings through the events listings on CareerHub.

## InterviewStream

InterviewStream is an online tool for you to practice, review and record your interview and get feedback from our consultants. This is the perfect tool for preparing for in-person and video interviews. Get in touch with us via email to access InterviewStream.

## Employer Visits and Career Fairs

Throughout the year our employer relations team works closely with employers to deliver a range of on-campus events, careers fairs and employer presentations to help you explore graduate employment possibilities. Check CareerHub and our Facebook page to keep up-to-date with these opportunities.

### ANU Careers

Student Learning and Development

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# Getting started

## Choosing your career



# STEPS TO DECIDING ON YOUR CAREER

It's never too early to start planning your career. Follow these steps to get on the right track and remember this is not a one-off process to finding your first job after graduation. Developing skills in career planning will help guide you throughout your life as opportunities arise and your interests, life considerations and workplaces change.

## 1 Develop self-awareness

Understanding what is important to you in life and work will underpin compatible career choices and effective job search strategies and will affect your career satisfaction. Here are some questions to ask yourself:

- > **Interests:** What types of activities interest me the most? Those focused on people, data or technical activities?
- > **Skills:** What are my key employability skills?
- > **Values:** What do I place value on? e.g. helping people, ability to work flexibly, prestige, leading people, high salary?

It is also important to consider your strengths and the skills you enjoy using. The key is to identify and know how to demonstrate them in an application or job interview.

## 2 Explore your options

The employment market is undergoing constant change. Examine the labour market and you are likely to discover opportunities you had not considered and interesting options not directly related to the content of your degree.

### Actions to take:

- > Explore the pathways of previous graduates - check out alumni stories on your College's website.
- > Research different industries and career pathways.

## 3 Review and make choices

In this stage you need to prioritise your options and assess whether your choices are realistic. If you are finding it difficult to narrow down your career ideas try to remember:

- > Increasingly we will have many roles in our lifetime. Every job builds skills and experience and can help clarify what you are looking for and your career pathway.
- > To set yourself realistic goals and timeframes. Think about short-term, medium-term and long-term goals.

## 4 Take action

- > Identify the actions you plan to take and the skills and experience you need to develop.
- > Identify who can assist you in this process.
- > Develop effective job search strategies and become skilled in application, selection and interview processes.

## 5 Gain experience, reflect and review

Look for opportunities to gain experience and build skills and knowledge relevant to your occupations and industries of choice.

Consider:

- > work experience or internships
- > leadership opportunities
- > casual and part-time employment
- > clubs and societies/professional associations
- > volunteering
- > exchange/study abroad
- > networking and sharing information.

These experiences demonstrate to employers how you have applied your skills outside the classroom and what your interests and motivations are. Experience in professional workplaces also provide insights into workplace cultures and will help you decide where you best fit.

### Need more help?

Check out these resources for more help with identifying your skills, values and interests as well as planning your career.

- > wide range of resources in the Careers Toolkit at [careers.anu.edu.au](https://careers.anu.edu.au)
- > career guidance programs and decision-making tools available through your ANU Careers consultant
- > career quizzes and career profiles on [joboutlook.gov.au](https://joboutlook.gov.au) and [myfuture.edu.au](https://myfuture.edu.au).

# WHAT DO ANU GRADUATES DO?

ANU graduates are successful globally and across a range of industries. Deciding what to do after graduating can be challenging, and it's worth starting early to consider your possible options.

Knowing where you will be in five to ten years' time isn't always clear, so here are some ways to discover your options after graduation:

- > Make an appointment to discuss your options with a consultant and consider ANU online career planning tools
- > Research the ANU Graduate Outcome Survey results to consider what others from your discipline have done after graduation [compared.edu.au/institution/the-australian-national-university/undergraduate](http://compared.edu.au/institution/the-australian-national-university/undergraduate)
- > Read the career profiles of your College alumni and visit [gradaustralia.com.au](http://gradaustralia.com.au) and [graduatecareers.com.au](http://graduatecareers.com.au)
- > Connect with academics and professional staff from your College or school to enquire about industry pathways
- > Attend and engage in career fairs, employer and networking events to meet with employers in various occupations and industries and discover how your skills, values and interests may align.
- > Use the career resources on CareerHub ([careerhub.anu.edu.au](http://careerhub.anu.edu.au)) and the Careers Toolkit ([careers.anu.edu.au](http://careers.anu.edu.au))

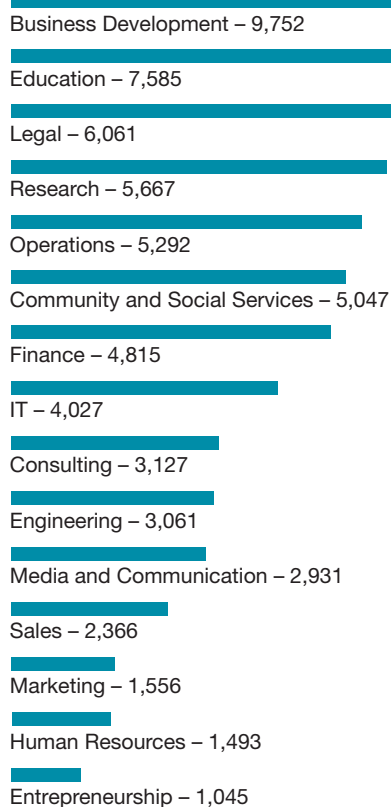
## What can I do with my degree?

ANU graduates move into a wide range of roles and industries after graduation. Some choose to pursue a career in their discipline. However, your degree will qualify you for opportunities across a number of industries and occupations. Increasingly, employers are looking for graduates who can identify and use their skills across a range of contexts and are motivated to continue their learning and development.

### Get further information

- > [compared.edu.au](http://compared.edu.au)
- > [joboutlook.gov.au](http://joboutlook.gov.au)
- > [graduatecareers.com.au](http://graduatecareers.com.au)
- > [gradaustralia.com.au](http://gradaustralia.com.au)
- > [linkedin.com/school/162587/alumni](http://linkedin.com/school/162587/alumni)

## What industries do ANU alumni work in?



Source: ANU Career Insights from LinkedIn (December 2019) 70,984 alumni

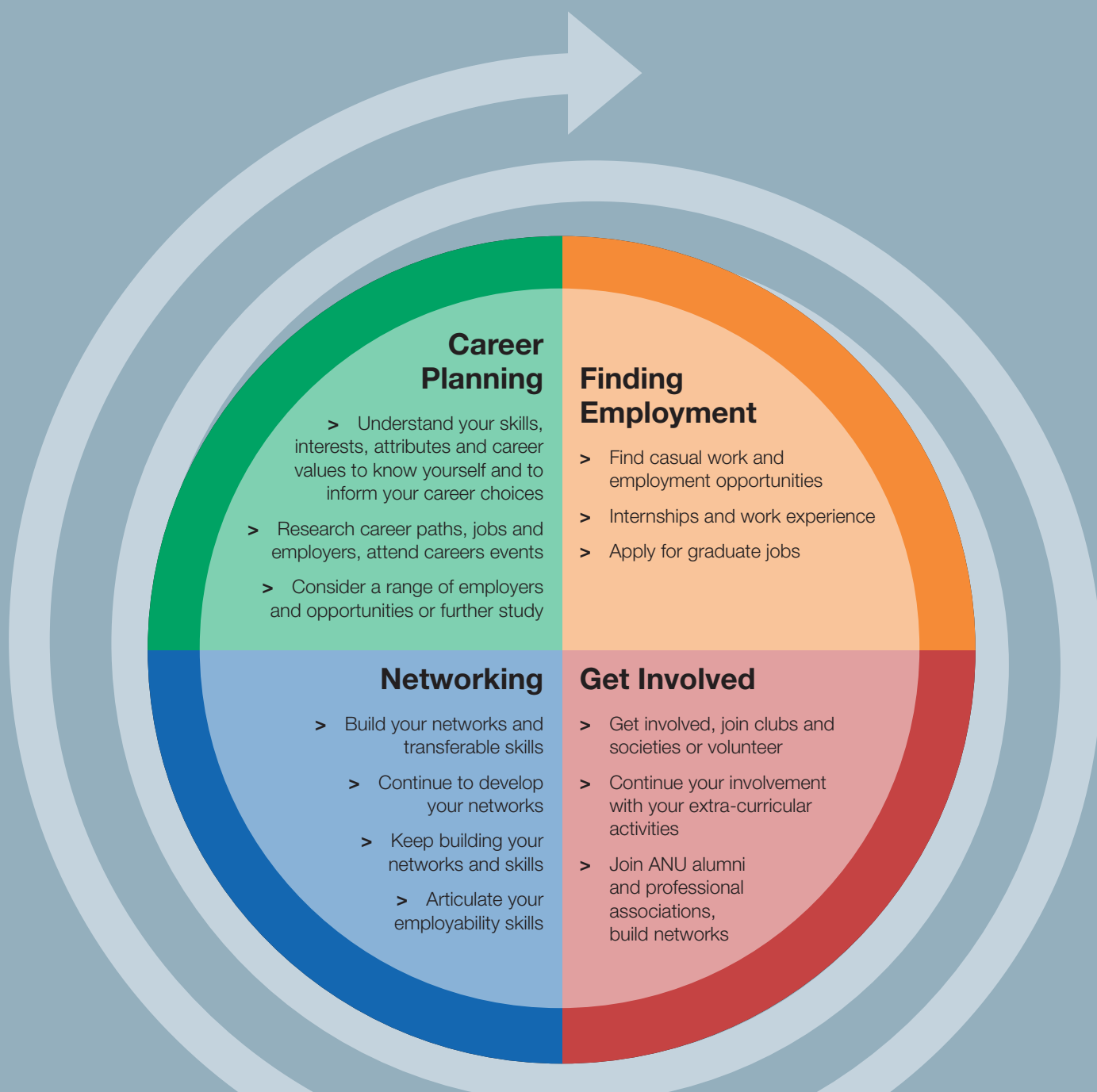
### Find out what alumni from your College are doing now and how their career path unfolded

- > [cass.anu.edu.au/alumni/profiles](http://cass.anu.edu.au/alumni/profiles)
- > [asiapacific.anu.edu.au/alumni/alumni-stories](http://asiapacific.anu.edu.au/alumni/alumni-stories)
- > [cbe.anu.edu.au/alumni/alumni-stories](http://cbe.anu.edu.au/alumni/alumni-stories)
- > [cecs.anu.edu.au/alumni-giving/our-alumni](http://cecs.anu.edu.au/alumni-giving/our-alumni)
- > [law.anu.edu.au/alumni/alumni-profiles](http://law.anu.edu.au/alumni/alumni-profiles)
- > [science.anu.edu.au/alumni/news-activities](http://science.anu.edu.au/alumni/news-activities)





# Explore options



## Connect with ANU Careers

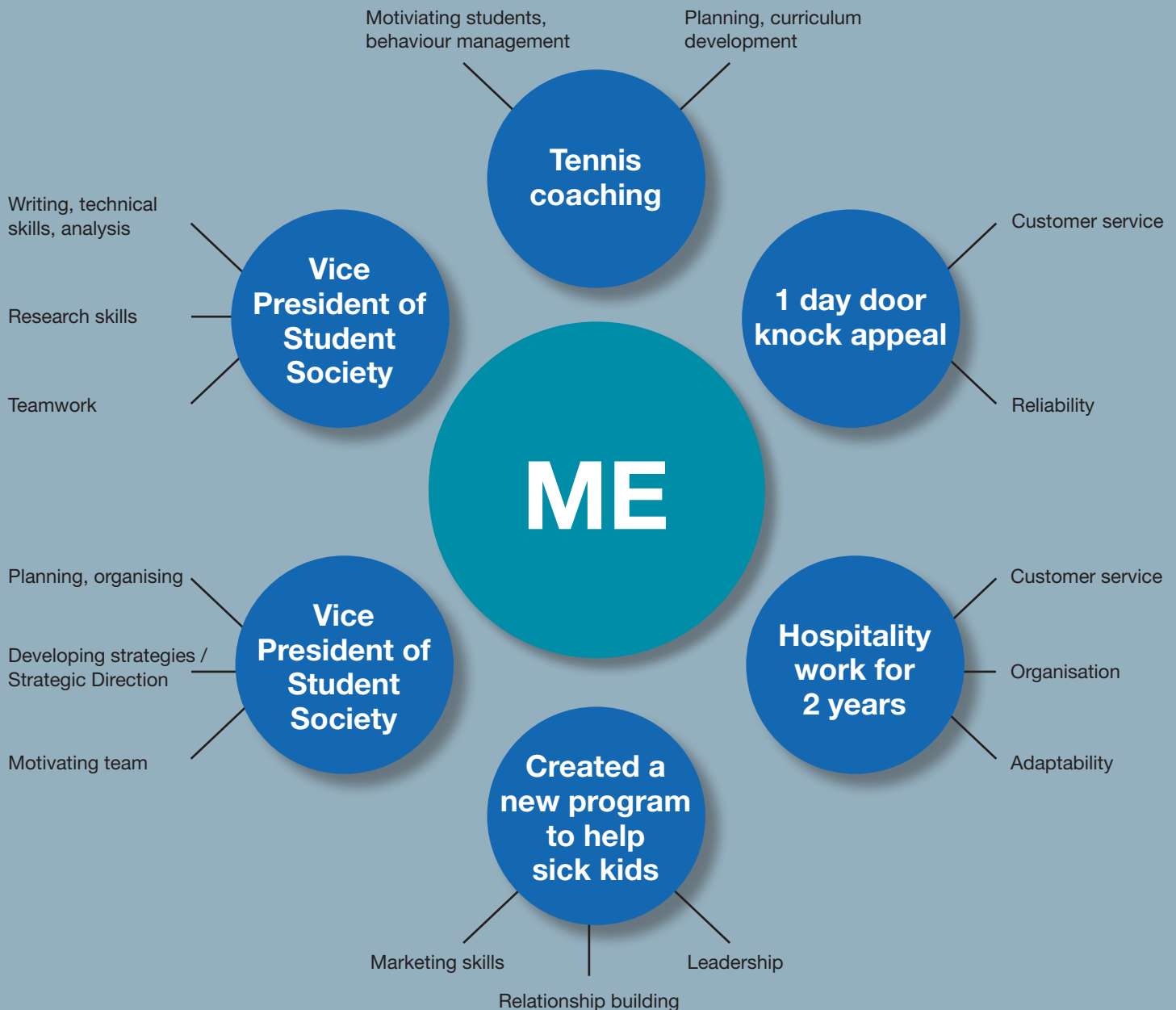
Access job listings, services and resources provided by ANU Careers, regardless of the stage of your degree. Attend workshops and employer events, keep up with industry trends and graduate pathways and come in for career guidance and assistance with applications, interviews, selection processes and job search.

# STEPS TO SUCCESS

Once you have settled into your studies and life at ANU, it is worth taking the time to think about what you want to get out of your education. You may have a clear idea of your career direction or you may not be sure what you want to do after university. Either way, follow these steps to give yourself the best chance of career success.

	<b>EARLY DEGREE – finding your feet</b>	<b>MID DEGREE OR PENULTIMATE YEAR – build employability</b>	<b>FINAL YEAR – apply for graduate jobs</b>
<b>EARLY DEGREE – finding your feet</b>	Use your first year to connect with the ANU community, immerse yourself in the ANU experience and think about what career options you want to explore in the future.	Now is the time to start thinking seriously about where you are heading. As a mid-degree student, many opportunities are now open to build experience and get your career on track.	Once you are in your final year it is time to begin applying for graduate programs and jobs or consider further study.
<b>Career Planning</b>	<p><b>Research career paths, jobs and employers, attend careers events</b></p> <p>It is never too early to start identifying where your degree, skills and passions could lead you. Find out where ANU graduates are working and which employers interest you.</p>	<p><b>Meet with employers</b></p> <p>Attend career fairs, employer presentations and networking events and, join professional associations.</p>	<p><b>Consider a range of employers and opportunities or further study</b></p> <p>Attend career fairs and employer events, check job ads and organisation websites regularly. Evaluate opportunities against your skills, values and interests. What will you apply for?</p>
<b>Finding Employment</b>	<p><b>Find casual work and employment opportunities</b></p> <p>Even if you don't need the money, working casually while at university can build skills that employers are looking for including customer service, teamwork and time-management skills. Experience in casual work is highly valued by employers recruiting for vacation programs, internships and graduate recruitment.</p> <p>Keep an eye out for internships and work experience through your college and through job and employer websites.</p>	<p><b>Internships and work experience</b></p> <p>For-credit internships, paid vacation, summer clerkship and internship programs and other opportunities such as study overseas are generally open to mid-degree or penultimate year students. Decide which you would like to participate in and get your applications in.</p>	<p><b>Apply for graduate jobs</b></p> <p>Graduate programs often have closing dates between February and April. At the beginning of your final year make sure you are organised and submit high-quality, tailored applications.</p> <p>Apply for direct entry roles in addition to graduate programs as graduate programs are only one avenue for employment.</p>
<b>Get Involved</b>	<p><b>Get involved, join clubs and societies or volunteer</b></p> <p>Join clubs and societies that align with your interests. They don't have to be related to your study or career plans. It's all about meeting new people and finding your feet but it is a great first step that can lead to leadership roles at ANU which will contribute to your employability.</p>	<p><b>Continue your involvement with your extra-curricular activities</b></p> <p>Now might be the time to consider leadership roles or taking on a new position more closely aligned with your longer-term career goals.</p>	<p><b>Join ANU alumni and professional associations, build networks</b></p> <p>Build a professional profile and continue to connect with people in your field of interest. Many opportunities can be available to you through your connections if you are motivated and enthusiastic.</p>
<b>Networking</b>	<p><b>Build your networks and transferable skills</b></p> <p>Connect with your lecturers, tutors and fellow students. They may offer opportunities for extra work, and/or to contribute to an activity or learning more about an area of interest.</p> <p>Start building your employability skills.</p>	<p><b>Continue to develop your networks</b></p> <p>As you begin to clarify your career ideas, talk to people around you about your plans. Connect with people with similar interests. Ask for advice and find out how they progressed to the roles they are in.</p> <p><b>Keep building your networks and skills</b></p> <p>Extend your skills base. Take on greater responsibility or a leadership role in clubs and societies, look for casual work with an administrative focus or in a professional work setting.</p>	<p><b>Articulate your employability skills</b></p> <p>Employers are looking for a combination of skills, attributes, knowledge and experience. Consider the skills you have developed through casual/part-time work, internships and volunteering and make sure you articulate these employability skills when applying for jobs.</p>

# Develop capabilities



## An example of how you can identify and map your employability...

Employability skills are those which support your ability to perform in the workplace, also known as transferable skills – learned in one context which can be applied and further developed in other contexts and roles.

– Australian Chamber of Commerce

# WHAT EMPLOYERS LOOK FOR

In a competitive labour market you need to have a clear understanding of the skills and qualities that will help make you employable throughout your career. With this information in mind, participate in a range of experiences that will demonstrate that you have the desired skills, qualities and motivation enabling you to demonstrate these qualities and skills to potential employers.

## What do employers look for in a potential candidate?

When considering candidates, reviewing applications and during interviews, employers will be trying to find out if you:

### > Can do the job

Do you have the skills, knowledge and experience to do the job?

### > Want to do the job

Can you demonstrate your passion and interest for the job and the organisation?

### > Will fit into the culture of the organisation

Do your values align with those of the organisation? Will you fit in with people in the team/organisation?

Employers have a clear idea of the skills, knowledge and attributes required to do the job and work in their organisation. Make it a priority to find out what they are - sometimes they don't make them explicit in the job advertisements - so make a phone call, and find out what they're looking for. Depending on the industry or occupation you wish to work in these could be very specific technical skills or knowledge. However, there are skills, attributes and competencies, often referred to as employability skills/transferable skills that employers commonly seek.

**Employers seek graduates who have applied their knowledge and skills outside of the classroom. You will really stand out if you can show that you have successfully demonstrated relevant skills in a range of settings.**

## Employability skills

As the world of work constantly changes, there is a large body of research emerging on the types of skills that people will need into the future. The Australian Industry and Skills Committee have identified a series of skill areas (which ANU Careers endorse, and) which we encourage students to consider developing as they study at university and throughout their career.

### Skills for collaborating

Organisational focus is on those who can collaborate and share information to improve efficiency and achieve organisational goals.

Collaborating includes...

- > communication
- > teamwork
- > relationship management
- > transparency
- > teaching others

### Foundational skills

Strong foundational skills, such as literacy and numeracy skills, including digital and financial literacy, are extremely important for most jobs in the knowledge economy. Strong foundational skills are essential to develop or train within any new, more specialised skill areas.

### Learning and Adapting

In a world where vocational and technical skills will constantly need to adapt to new technologies and job requirements, people need to be taught skills that enhance their ability to adapt to new situations and acquire new skills. At the same time, as the world of work becomes more flexible, employees are expected to take more responsibility for their skills development.

Learning and Adapting includes...

- > perseverance
- > resilience
- > curiosity
- > experimentation
- > adaptability
- > initiative
- > self-confidence

# WHAT EMPLOYERS LOOK FOR

## Entrepreneurship

The ability to identify problems, create solutions and take action to implement these solutions using:

Entrepreneurship includes...

- > negotiation
- > persuasion
- > creative thinking
- > initiative
- > critical thinking
- > problem solving

## Analytics

Being able to analyse and present raw data or interpret data and apply findings.

Analytics includes...

- > analysing skills
- > applying standards
- > information seeking
- > logical reasoning
- > deductive skills

## Value adding

Being able to source workers with skills to create valuable products and services using fewer resources by:

- > creative thinking
- > problem solving
- > reasoning
- > resourcefulness
- > data analysis
- > customer engagement
- > critical thinking

## Digitisation

IT skills will become increasingly important and will have a large impact on the way professions operate and on employment prospects. Some of the skills required for digitisation are:

- > communication
- > evaluation
- > data analysis
- > critical thinking
- > problem solving
- > logical reasoning

Australian Industry and Skills Committee. (2017). Future Priority Skills Resource. Retrieved from: [aisc.net.au/sites/aisc/files/documents/Future%20Priority%20Skills%20Resource.pdf](https://www.aisc.net.au/sites/aisc/files/documents/Future%20Priority%20Skills%20Resource.pdf)

## International students

If you plan to look for a graduate job in Australia, get involved in a range of extra-curricular activities, such as casual work, student associations, clubs and volunteering while you study. If you need it, it can help to enhance your English language skills, help you engage with the local community and gain a greater understanding of Australian workplace cultures. Australian employers place a high emphasis on these experiences during the selection process.

## Tips for developing employability

- > Get involved in university life and extra-curricular activities to expand your interests.
- > Take initiative to develop your skills through leadership and executive roles in student societies or volunteer organisations.
- > Stage your skills development first through casual work and volunteering, then seek out discipline related work experience or internships to build skills for the workplace.
- > Record the skills you gain and activities you undertake to identify your strengths and any skills requiring further development. It is also a handy resource when you need to give examples in applications and interviews.
- > Research the skills and qualities sought by employers within your industry of choice.
- > Connect with ANU Careers to keep informed about what employers are looking for and attend employer events to ensure you are highlighting these effectively in your applications. [anu.edu.au/students/careers-opportunities](https://anu.edu.au/students/careers-opportunities)



# MAKE THE MOST OF YOUR TIME AT ANU

At ANU you receive a world-class education. Your study program helps you develop high-level academic and technical knowledge, and hone research and analytical skills. In addition, ANU offers a vast array of for-credit and extra-curricular experience that will enhance your academic knowledge, add to your employability and build your skills and experience in your field of interest.

Here are just a few of the activities you could get involved in while at ANU that will be highly valued by employers:

## Global opportunities

ANU offers many opportunities to build international experience into your study program. These include exchange and study opportunities at overseas universities, study tours, field trips and international internships.

[anu.edu.au/anuglobalprograms](http://anu.edu.au/anuglobalprograms)

## Leadership

Learn the fundamentals of effective leadership and put them into practice:

### > Vice-Chancellor's Courses

courses on developing an interdisciplinary mindset, how to take a research-led approach, ways to influence policy, methods to embrace complexity, skills to teach your peers, ideas to promote diversity and collaborations for real change.

### > Vice-Chancellor's Student Leadership Program

### > Leadership roles on campus

taking on a leadership role in ANUSA, PARSAs, a student society, College or residence can provide valuable experience. [anu.edu.au/students/communities-events](http://anu.edu.au/students/communities-events)

## ANU Learning Communities

These are dedicated to bringing people together in areas of common interest, providing opportunities for students to extend their learning experience beyond traditional educational structures such as lectures and tutorials.

## Entrepreneurship and innovation

Take your knowledge, passion and ideas one step further. Connect with fellow innovators through formal learning and informal activities. [Innovation.anu.edu.au](http://Innovation.anu.edu.au) [cbrin.com.au](http://cbrin.com.au)

## Volunteering

Volunteering is a great way to connect with and give back to the community. It is also a valuable opportunity to gain employability skills, network and to find work experience related to your future career. Check out ANU+, an award program run by ANU which formally recognises your experience and contribution achieved through volunteering.

Consider becoming a Community Ambassador, an ANU Ambassador, joining the Peer-Assisted Learning or SET4ANU Programs or connect with your favourite student societies. For opportunities in the wider Canberra community check out the range of opportunities at [volunteeringact.org.au](http://volunteeringact.org.au) or speak directly about setting up opportunities with an employer of choice.

## Casual employment

Gaining experience in any workplace is valuable to your future career. Graduate employers look favourably on candidates who have already entered the workforce and developed some key transferable skills.

Experience in retail and hospitality is a great start, but also think how you might leverage this experience into more professional or office based workplaces. Many organisations, including ANU, regularly advertise casual opportunities in administration, research, accounting, para-legal roles, marketing and community outreach among others through CareerHub.

## Internships

Internships are paid or 'for credit' opportunities within a professional setting that give you the opportunity to explore an organisation, its culture, environment and purpose, whilst developing your skills and showcasing these to an employer.

**Australian workplace legislation stipulates that to be a lawful internship, either it must be undertaken for credit or that it is to be paid. See the information at [fairwork.gov.au](http://fairwork.gov.au)**



Internships add relevant experience to your degree, can be highly competitive, and are often very valuable to graduate employers. Internships can help you clarify your career and academic goals by exposing you to new industries, companies and positions. They provide an excellent opportunity to build and strengthen your professional network and can sometimes lead to offers of future part-time, full-time or graduate employment.

For-credit opportunities are available in most colleges and divisions at ANU, and placements available range from local, Canberra-based organisations to positions in international organisations. Check for available for-credit internships, or talk to an Academic Coordinator within your College to explore getting credit for a specific opportunity.

ANU Careers can support students in their search for relevant internship and work experience placements. We can also support students with the application and recruitment process.

## Alternative work experience opportunities

Don't ignore opportunities just because you can't get academic credit! Work experience is very important to future employers, and skills and knowledge gained through non-credit opportunities add significant value to your degree and resume. Look for cadetships, vacation programs, work experience, clerkships, placements, cooperative programs and internships offered directly by employers and professional associations.



# Connect with jobs and employers



# STRATEGIES FOR SUCCESS

A successful job search is made a whole lot easier if you have put some thought into career planning. Knowing what you want out of a job and what skills you have to offer allows you to assess opportunities more efficiently and apply for jobs in a targeted way. ANU Careers Consultants hold one-on-one appointments to help you plan your career. You can book an appointment through CareerHub.

When considering your options for work after graduation, there are two main pathways into the workforce – direct entry and graduate programs.

## Direct entry

Most graduates enter the job market directly. Direct entry means applying for advertised positions or finding positions through your networks or speculative applications. The timeframe for this is not fixed, but generally you apply close to the time you are available to start work.

Extend your job search to include a range of employers, for example:

- > small and medium-sized businesses
- > not-for-profit organisations
- > local and state government, as well as Commonwealth government
- > universities and education providers
- > start ups.

**If you are an international student, research employer websites to check whether visa restrictions apply.**

## Graduate programs

Many Commonwealth, state and local government agencies and some private organisations offer formal graduate programs. These are a great way to start your career, as they generally include tailored training programs, mentoring and rotations within a variety of business areas. Recruits are considered future leaders in the organisation and often provided access to opportunities not necessarily offered to others.

Recruitment generally begins early in your final year of study. Programs are advertised via the employer website, campus presentations, careers fairs and graduate publications. Early entry to some programs is linked to vacation and internship opportunities.

Most employers allow applications from students for at least one to two years following graduation, so if you don't succeed on your first attempt, try again next year. You have access to CareerHub as alumni, and access to our in-house services for one year after you graduate.

Visit the ANU Careers website to find a range of up to date job search sites.

**When searching for a job, use broader search terms than just “graduate” and look outside the traditional degree pathways. Most vacancies are open to a range of degree types.**

# JOB SEARCH AND GAINING EMPLOYABILITY

The employment market is undergoing constant change and keeping up to date with trends and expectations often underpins job search success. Take a broad and flexible look at the labour market, both locally and internationally and you are likely to discover opportunities you may not have thought about and that may not be directly related to the content of your degree. Increasingly, employers are looking for graduates that have employability skills that enable people to be flexible and adaptable to changing environments.

Here are some tips to identify and research potential employers:

- > **The higher education sector** gives information about types of jobs and starting salaries for university graduates [unistats.compared.edu.au](http://unistats.compared.edu.au)
- > **Attend** events like campus presentations and career fairs
- > **Talk to people** – identify people that may have information you need; conduct information interviews
- > **Network** in person and on relevant social media sites
- > Read **publications** like annual reports, graduate recruitment guides and newspapers
- > Investigate relevant **professional associations** and become a student member
- > Consult **websites** for peak employer bodies as well as employer websites
- > Use **CareerHub** for job listings (and other on-line job search sites), employer profiles and industry resources
- > Gain paid employment or unpaid **work experience** in your fields of interest
- > Contact **recruitment agencies** and talk to their staff about opportunities

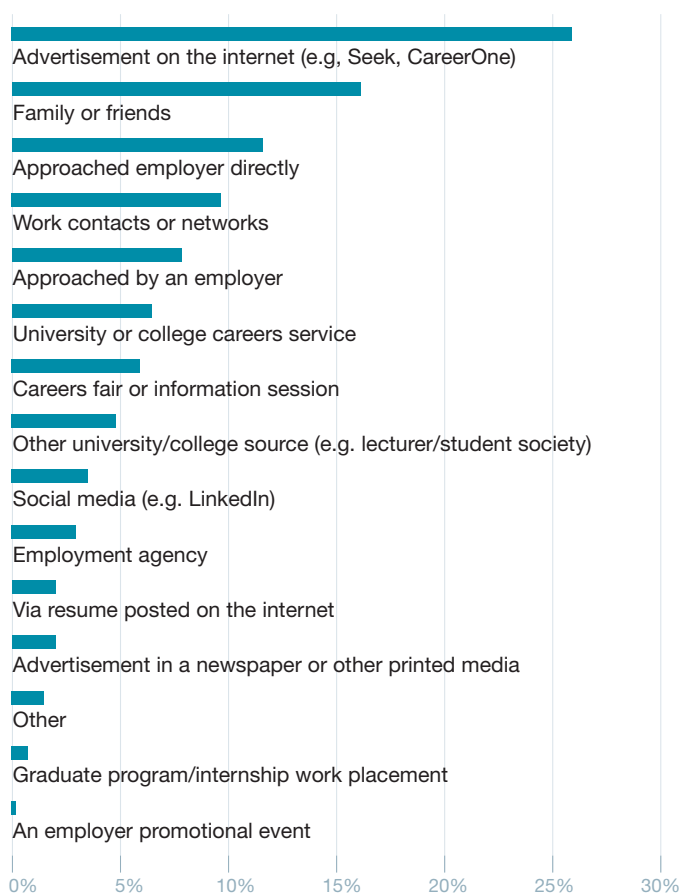
## Careers fairs and on-campus presentations

Finding a job after graduation can be a challenging experience, however, spending time building your job search skills and finding ways to connect with employers will pay off. Start early and actively seek out opportunities to engage with employers and this will help you to find organisations that align with your values, skills and interests.

### How employers recruit graduates....

Employers are active in their recruitment of graduates, visiting university campuses and presenting to students, attending careers fairs and advertising online. Many employers will look at diverse discipline areas, while some will be more specialised. As industry changes, graduates need to be as adaptable as possible, so attending employer presentations will give you great insight into the culture, operations and learning opportunities available. These will also give you some great advice on how to apply to an organisation and prepare your application successfully. We encourage you to attend diverse opportunities on campus to gain insight and understanding of where you might like to work.

## Successful job search methods



Source: 2016 GOS-Graduate Labour Force Report: The Australian National University

## Career fairs

ANU Careers runs several career fairs and supports student-led career fairs here on campus. Career fairs are usually big events, held in large spaces or exhibitions halls where employers showcase their organisations at booths, displaying their branding and merchandise. They will often have people from a range of organisational areas, including senior leaders, or recent graduates. It gives you an opportunity to chat with them and find out what the application processes are like, how they recruit for their graduate program and gives you an opportunity to promote yourself and your skills to them. ANU Careers supports your involvement in these types of events by facilitating networking workshops, and other career education workshops to help develop your skills and prepare you for these events. Tertiary to Work an annual event, is a collaboration between the Australian National University, University of Canberra and the Australian Catholic University and is a fantastic opportunity to meet with more than 70 employers on the one day. Join industry-based ANU Student Societies through ANUSA and PARSA or connect with them on social media to find out about the employer-related events they organise.

Don't wait until your final year to get started – you may be surprised how early some organisations recruit for vacationers, interns and graduates. Check CareerHub regularly for current event and job listings: [careerhub.anu.edu.au](http://careerhub.anu.edu.au)

## Stand out for the right reasons

Before these events:

- > Research the organisation and prepare some questions that are not answered on the employer website
- > Participate in Careers workshops to help you with your networking skills
- > Appear professional. While you don't need to wear a suit, dress appropriately, be on time, turn your phone off and be prepared to introduce yourself if the opportunity arises
- > Don't ask inappropriate questions, such as salary details
- > Don't hang around too long. Being the last to leave is not necessarily a good thing.

Stand out for a good reason and the recruiter may ask your name or give you their contact details.

## Entrepreneurialism options

Want to be your own boss? The changing world of work means that many people will be either self-employed, freelancers or fully entrepreneurial in the future. To be effective in this environment, you will need to be comfortable with risk and develop some basic business skills. Innovation ANU connects ideas, research, government and business to create value for the community. Innovation and entrepreneurship are supported through a range of education, licensing, consultancies, advice and funding opportunities for start-ups.

Visit:

- > [anu.edu.au/research/innovation](http://anu.edu.au/research/innovation)
- > [innovationact.org](http://innovationact.org)
- > [cbrin.com.au](http://cbrin.com.au)

## Launch an idea, launch a start-up, launch a career

Students work closely with industry professionals, technology experts and entrepreneurs across the ACT to complete projects addressing complex problems in a variety of industries or to create their own enterprises.

[cs.anu.edu.au/TechLauncher](http://cs.anu.edu.au/TechLauncher)

“TechLauncher strengthens an already excellent degree program, which has given me the skills and networks needed to start an exciting career as an engineer in Silicon Valley.”

**Damien Beard**

Bachelor of Software Engineering 2014

# CONNECTING WITH INDUSTRY AND MAKING THE MOST OF YOUR NETWORKS

## What is networking?

Michael Emery, Director, Division for Human Resources Management at IOM - UN Migration has a refreshing and insightful view on what 'networking' is, and how it can further your career. Consider networking an avenue to showcase your skills, capabilities and qualities to others, and through these experiences develop them further. Consider these in a range of contexts, not just traditional work environments. Networking can happen when you volunteer, or when you're involved in extra-curricular activities.

## Three tiers of networkers:

**1) Passive networkers (70%)** – they come in at 9am, do their work, take the 1hr lunch break and at 5pm they go home. They do a good job, no problem. But they tend to get stuck in career ruts and can plateau.

**2) Active networkers (25-28%)** – they are the ones who remember people's birthdays and buy the cake, they take the newcomer under their wing and show them around the office, they volunteer to take notes in meetings, they set up the Christmas decorations. When there is a crisis in the office, they stay back and solve it. They move quickly in their careers.

**3) Creative networkers (2-3%)** – they create networks of people (the others utilise the existing networks). They move an agenda forward, they set up NGOs, think tanks, roundtables, conferences etc. They galvanise support and gather resources behind an idea and get things done. They are the people who move very quickly in an organisation.

**Ask yourself:** where do you fit in?

When you're young in your career, if you're not in the top two tiers, you're doing your career a disservice.

(Michael Emery- Director, Division for Human Resources Management at IOM - UN Migration)

Many people have preconceived notions about networking. It might make you uncomfortable or you might view it as pushy. In reality, networking is none of these things – it's about being a well-connected and reliable professional. In a world where the majority of jobs are never advertised, networking will be a vital skill for your future career.

## Tips from networking experts

Networking is about leaving a good impression and coming from a gracious space, which means that there are essential points of etiquette to be aware of:

- > If you are going to use someone's name (a contact) to introduce yourself to another person, always be sure that you have their permission to do so.
- > If you want to set up a contact, never demand your own terms and never 'cold call' – this assumes that you think that your time is more valuable than the other person's.
- > Don't turn up unannounced, it's not advisable to make contact with people without a referral. Consider networking at employer events and seminars to make contacts.
- > If you do secure a meeting, prepare some questions that demonstrate a genuine interest in the company or organisation. Are you there for occupational information, help or future contacts? Ask questions that will make a good impression – don't make the other party do all the work.
- > Keep in touch with your contacts, but don't harass! Again, this really boils down to being polite and friendly at all times. For example, you might send a brief email to let them know about a public lecture or seminar they might be interested in – and make it clear that no reply is required so you do not put demands on their time. Be highly selective about when and why you contact them: spamming a contact via your personal email lists is the quickest way to sever the connection.
- > Returning favours and being open to help others will expand your network immeasurably. When assistance comes, it may not be from an expected source, so you need to be mindful of this as you deal with people in a whole range of life contacts.
- > Always send a thank you email or personalised LinkedIn request to anyone who takes the time to spend time with you. Keep the tone pleasant and businesslike. This is about being genuine and authentic. The message could include updates on progress you've made as a result of your meeting.

**Networking guru Robyn Henderson defines networking as “earning the right to ask a favour”. In other words, it's not all about you. Good networkers know that networking relies on reciprocity: it's about staying in touch with others in your profession, those with common interests and those who may be in influential positions in organisations.**

# INFORMATION INTERVIEWING

It is useful to talk to people who are currently working in positions or at organisations you are interested in. This will help increase your knowledge about your field of interest and help clarify and redefine your career goals. Remember, this is an information gathering process which could lead to potential career opportunities so treat it like a job interview.

When approaching people in a formal way to learn more about employment opportunities you should:

- 1. Arrange a meeting** – face-to-face is best but may not always be possible. Make contact by phone, email or letter requesting a meeting and explain why you'd like to meet. Make reference to the mutual friend/colleague who referred you, if that is how you have identified the contact. Stress that you are asking for a short meeting and that you will be seeking information, not asking for a job.
- 2. Prepare for the meeting** – research the organisation. Think about a range of questions to ask. Make sure your resume is up to date. Dress professionally
- 3. At the meeting** – you have limited time, so focus on getting through the questions you want to ask. As with all good communication, pay attention equally to listening as well as speaking, adopt open body language and be friendly and relaxed. Ask informed questions about the organisation and the work your contact does. For example:
  - What qualities and skills help people to succeed in this industry/occupation?
  - Are there any professional associations and publications that you would recommend?
  - How did you come to be involved in this kind of work? What has your career path been like so far?
  - What is a typical day like for you?
  - Would you mind reviewing my resume? How would you suggest I change it?
  - What advice would you give me for effective job searching? Where are vacancies advertised? What steps would you recommend that I take to prepare to enter this field?
  - May I have your business card and stay in touch with you?
  - Can you suggest anyone else I might talk to within this field?
- 4. Follow up the meeting with a thank you** – this could include an update on progress you have made as a result of the meeting. There may be some information that you have found that is of use to your contact in return. Understand the importance of reciprocity both in your job search and as you progress through your career.



## Social media savvy?

Follow up with a thank you via a personalised LinkedIn connection request.

# SOCIAL MEDIA AND YOUR BRAND

## Using social media to help (not hinder) your job search

Social media has become a critical part of the way people communicate and get work done. Social media allows you to do at least four important things

- > Discover new ideas and trends
- > Connect with existing and new audiences in deeper ways
- > Bring attention to your work
- > Build, craft and enhance your brand.

### Check out the New York Times' tips on how to use social media in your career:

Many employers are using social media to attract candidates, particularly at the graduate level. Conversely, some employers are investigating the online presence of potential candidates to help decide who should be ruled in or out of the selection process.

There are lots of social media platforms, so find out which people in your field are using and join them. Keep up with the evolution of online platforms and how best they can work for you. Be proactive but use cold calling with caution.

LinkedIn is ideal for creating a professional presence online. Start with a student profile and carry it with you into your professional career. When an employer searches for you online, they will find a polished profile of their potential recruit. The LinkedIn website provides some great tips for creating a student profile, so get yours underway soon.

Employers are active users of Facebook and Twitter. These platforms are a great way to find out about a range of programs and keep up to date with the employer's latest news. Used carefully, they may help you start a conversation or be noticed by an employer. As always, take care to create a positive impression.

Other ways to make social media work for you include:

- > ensure any reference to your goals match the types of roles you are currently applying for
- > be active and build your network with a range of people
- > highlight your research and publications to attract interest in your work
- > join and contribute to relevant discussion groups
- > read news stories to increase your knowledge about an industry or employer
- > share useful content with your network
- > let your networks know what you are looking for; you never know who can help

### 1. Find the Right Groups

Facebook and LinkedIn both offer great opportunities to join groups focused on specific topics or industries. If you can find groups that line up with your area of expertise, then you'll be able to share that experience and build authority around your personal brand.

Industry groups are good bets, but they might already be overcrowded with your competitors. Instead, think outside the box and find other groups where you're likely to find your audience.

### 2. Keep the Image Consistent

Maintain a certain consistency with your brand. When people want to learn more about you, they may search for you on a number of social outlets. Presenting yourself in a consistent manner helps you control their perception of your personal brand.

### 3. Engage Regularly

Building a brand takes a lot of effort, and it should be treated like a job. Every day, you should be sharing and producing content. Adjust the frequency and types of content based on the audience presence.

"A once-weekly Twitter post or monthly Instagram photo are not going to accomplish much, if anything," writes Michael Noice, founder of Entrepreneur Coach. "For this reason, it's best to focus on two or three carefully chosen social networks and try to be active on them, rather than posting sporadically to a half-dozen."

### 4. Diversify Your Content

Crafting a communications strategy for your personal brand that includes an editorial calendar and a diverse content plan so that you won't resort to publishing the same types of articles every single day.

Include images, videos, articles, and even questions.

Diversity prevents you from oversharing your own content. Even if your own content is fantastic, your followers will appreciate when you source and share authoritative content from other people.

### 5. Study Influencers

Connecting with and even collaborating with influencers is a smart way to build your personal brand and get yourself seen, but it takes time. You have to develop a relationship with influencers before they'll want to work with you.

When you're first getting started, locate and automatically engage with influencers you want to partner with by using Narrow.io. Once you've found the top influencers in your niche,



analyze their networks. Note the types of content they share and how their followers respond. Try to build your own following by using their strategy for inspiration.

## 6. Give as Much as You Can

If you want to create a memorable brand, you need to give people a reason to remember you. While I've grown my personal brand considerably in recent years, I still like to reach out to contacts directly and ask them what I can do for them.

When you first start out, make it a habit to contact at least one person every day with an offer to help.

## 7. Ask Questions

Questions are a great way to spark engagement and improve the visibility for your brand while others chime in. Engagement will happen slowly at first, but be persistent. Keep your eyes open for potential opportunities. A response from one follower could lead to a burning question from another that could fuel great conversation.

## 8. Jump into Discussions

Don't be afraid to add your voice and make yourself visible in a discussion. This is especially true if you have unique insights and value to add. You won't have much luck when it comes to building your brand if you remain a wishful lurker.

Being responsive will keep you on track to grow your personal brand and your network of connections.

"Showing that you're responsive, engaging, and human will do wonders for your brand," writes Tiffany Hsu, community manager for Salesforce.

## 9. Monitor Your Name

Set up all kinds of alerts for branded terms and product/service-related search phrases. Those alerts notify you when someone creates a post that includes their name or other branded terms.

Don't forget to include alerts for common keywords involving your area of expertise. Between your alert systems and manual searches in social media, you won't miss out on opportunities to respond or join discussions.

Source: adapted from; Sujan Patel is the co-founder of Web Profits, a growth marketing agency, and a partner in a handful of software companies including Mailshake, Pick.co, Quuu, and Linktexting.com

## Build, craft and enhance your brand

- > **Start thinking of yourself as a brand.** What do you wish for people to associate with you when they think of your name? Is there a certain subject matter in which you want to be perceived as an expert or are there general qualities you want linked to your brand? Once you understand how you wish your brand to be perceived, you can start to be much more strategic about your personal brand.
- > **Audit your online presence.** You can't mold perception without first understanding the current status. In other words, Google yourself and setup alerts for your name on a regular basis. Have a fairly common name? Consider using your middle initial or middle name to differentiate. Cultivating a strong personal brand is just as much about being responsive to what is being said as it is about creating intellectual property.
- > **Secure a personal website.** Having a personal website for yourself is one of the best ways to rank for your name on the search engines. It doesn't need to be robust. It can be a simple site with your resume, link to your social platforms, and a brief bio. You can always expand on the website with time.
- > **Find ways to produce value.** Find ways to add value to your audience by creating or curating content that's in line with your brand.
- > **Be purposeful in what you share.** Every tweet you send, every status update you make, every picture you share, contributes to your personal brand. It is an amalgamation of multiple daily actions. Once you understand how you wish your brand to be perceived, you can start to be much more strategic about your personal brand.
- > **Associate with other strong brands.** Your personal brand is strengthened or weakened by your connection to other brands. Find and leverage strong brands which can elevate your own personal brand. Which school did you attend? Are there groups you can join? An alumni newsletter you can contribute to? What hidden opportunities are available within your company which you have yet to tap? Consider submitting a guest post to the company blog or look at other digital assets you can connect to your brand.
- > **Reinvent.** A strong personal brand is dependent on a strong narrative. In other words, what's your story? If you have multiple passions or areas of interest, a narrative becomes even more crucial so there can be a unified theme.

Source: Forbes, 2014 [forbes.com/sites/shamahyder/2014/08/18/7-things-you-can-do-to-build-an-awesome-personal-brand/2/#4255341957e5](https://forbes.com/sites/shamahyder/2014/08/18/7-things-you-can-do-to-build-an-awesome-personal-brand/2/#4255341957e5)

# The selection process



# THE SELECTION PROCESS

Depending upon the organisation and the type of position you have applied for, the selection process can involve a number of steps. Generally, you will be required to submit an application and undertake an interview. For graduate and vacationer positions employers commonly use a series of assessments to identify the most suitable candidates. The specific elements used and stages of the selection process will depend on the organisation and its needs.

The most common elements of the selection process include the application stage (cover letter, resume, selection criteria, one or two page pitch), interview, online testing and other assessment activities.

## Job applications

Your written application is your first opportunity to show an employer you are the right person for the job. The intention of your application is to get you to the next stage of the selection process. It is often the most competitive stage of the process so it is vital that you submit a high quality application targeted to the job and organisation. The candidates who will be shortlisted for the next stage of the selection process will be those that have clearly presented they possess the required knowledge, skills and experience and that they are motivated to do the job.

**“When applying for graduate programs, I found it useful to draw on life experiences which are unique to myself and aligned with my passions as they displayed my genuine enthusiasm.”**

**Karen Cheung**

B. Laws (Hons)/B. Commerce 2019

Federal government graduate program 2020.

## Top tips for job applications

To help you make it through to the next stage, follow these tips:

- > Understand the role and organisation. What skills, attributes and experience are required and why? Do some research- read their website, social media, annual reports and speak with others who have or currently work there.
- > Follow any instructions given by the employer about length of documents, responses and attachments.
- > Identify which of your skills, attributes and experiences match with the role. These will be key to targeting your application.
- > Reshape all elements of your application to the role and organisation. This will help an employer see how your skills and experience match their needs and show your passion for the role.
- > Use professional and action-oriented language.
- > Proofread thoroughly to avoid grammatical and spelling errors
- > Prepare well in advance for interviews or psychometric testing and don't leave applications to the last minute – writing a winning application takes time!

# RESUMES

Your resume is a tool that aims to convince an employer that you:

1. Can do the job
2. Want to do the job
3. Fit into the culture of the organisation

How can you make it as easy as possible for the employer to see that you are suitable for the job? By targeting your resume to each job you are applying for and creating visual anchors for the reader.

This means that you need to make sure your resume highlights key qualifications, work and extracurricular experience relevant to each position. Consider using headings to grab the reader's attention (e.g. Legal Experience instead of Experience) or change the order of the sections in your resume.

Emphasising transferable skills allows you to present those that are most relevant to the position. Presenting skills from a wide range of experiences shows employers that you can meet the requirements of the position in the absence of direct experience.

## Academic resumes

Selection for academic roles focuses on research and teaching experience. Academic resumes need to emphasise how you can meet the challenges within an academic position at a particular university (there are differences!) or other research and teaching environments.

The academic resume focuses more on content. For example, you would certainly state your research interests and your thesis topics, with a short explanation and include how they relate to the position. You also need to include a list of your publications, conferences attended/presented at, your teaching philosophy and examples of subjects and subject areas taught.

Being an academic or working in a research environment means more than doing research or teaching. Besides focusing on research and teaching, include other relevant skills and experience such as project management or engagement on committees.

## Sample resume (graduate/professional position)

1

**Frank Ashbury**  
27 Appleby Rd  
Chapman ACT 2611  
0412 345 678  
frank.ashbury@gmail.com

2

### OBJECTIVE

Driven and energetic, I am seeking to start my career in investment banking by using my strong communication and problem-solving skills and further developing my leadership skills in a graduate position with a leading multinational investment bank. With a solid academic foundation in finance and accounting to this position, as well as practical experience in commercial litigation, I am keen to apply and grow my skillset in the auditing and legal areas of ABC Bank.

### EDUCATION

**2017 – expected completion March 2020**  
**Bachelor of Laws/Bachelor of Commerce**, Australian National University  
Distinction average.

#### Mar-Aug 2018

Semester exchange to the National University of Singapore (NUS)  
Focused on courses in **Business Analytics** at the NUS Business School

#### 2016

Narrabundah College, ACT. ATAR: 99.4

### SKILLS SUMMARY

4

#### Communication

- Developed strong oral communication skills through my role as Community Volunteer with Oxfam Australia, presenting Oxfam's work at community groups and schools, tailoring my language to different audiences.

#### Teamwork

- Strong team work skills, illustrated through my role with FINSOC where I managed a team of five students from diverse backgrounds, supporting and integrating their unique skillsets to our work of organizing a networking events series.

#### Problem solving

- Demonstrated effective problem-solving skills during my internship at WelInvest, combining a range of unrelated databases into a comprehensive profile of young investors, which resulted in a 85% increase in WelInvest website traffic.

#### Information Technology

- Developed advanced statistical analysis skills at ANU and NUS Business School, and confident in using statistical programs (Stata, R and MS Excel) to provide in-depth insights into business problems such as in my roles at WelInvest and Oxfam.

### PROFESSIONAL EXPERIENCE

#### March 2018 – present

Paralegal, Smith & Partners, commercial law firm, ACT

- Drafting legal documents and providing briefs to council on current cases
- Legal administration for commercial litigation matters. Trial preparation, including interviewing clients

#### Dec 2017 – Feb 2018

Intern, WelInvest, ACT

- Contributed to a project aimed at increasing participation of 'young' investors (under 30s) in online trading
- Researched and analysed the characteristics of 'young' investors client base utilising various open access sources such as LinkedIn, ASX annual reports and ABS data
- Created a targeted social media marketing campaign based on my research, which increased site visits to WelInvest by 85% between Jan-Feb 2018

5

**ADDITIONAL EXPERIENCE****6****Mar 2017 – present**

Committee member, Finance &amp; Banking Society (FINSOC) – ANU Branch

- Led the development and implementation of marketing and promotional materials for events
- Grew membership base by 25% in 2018 through coordinating a targeted events series for first-year students

**Feb 2015 – Nov 2016**

Retail Assistant, David Jones, ACT

- Provided high quality customer service, including responding professionally to customer inquiries and requests
- Maintained and restocked inventory
- Handling cash and EFTPOS transactions

**VOLUNTEER EXPERIENCE****Mar – Nov 2017**

Oxfam Australia community volunteer, Canberra chapter

- Delivered presentations of Oxfam's work at community groups and local schools to increase awareness
- Managed the local group's Facebook and Instagram pages including content contributions, responding to comments and providing basic website traffic analytics to inform future activities

**2015 – 2017**

Rugby League coach for under 14s, Weston Creek Rugby Club

**OTHER ACHIEVEMENTS****2018**

ANU College of Business &amp; Economics Undergraduate Merit Award for outstanding academic achievements in Finance

**PROFESSIONAL MEMBERSHIPS****7****2017 – present**

Student member, Financial Services Institute of Australasia (FINSIA)

**REFEREES****Sam Smith**

President  
FINSOC  
02 6123 4567  
sam.smith@smithandpartners.com.au

**Tracey Johnson, Finance Analyst**

Supervisor  
WeInvest Pty. Ltd.  
02 6123 7890  
tracey.johnson@weinvest.com.au

1. Make sure your name stands out, your contact details are correct and your email address is professional. You could also add your LinkedIn address here.
2. Objective statements are optional. If included, it should be tailored to the role and organisation, state your future career goals and show how it relates to the position you are applying for.
3. Avoid listing all units studied, these are listed in your transcript.
4. Use the skills summary to highlight a number of relevant skills developed in a variety of contexts. Choose your best examples, tailored to the organisation and job. The summary is meant to provide a brief overview. You might choose not to mention certain skills if they're not relevant and consider others such as languages. Aim for two dot points for each skill.
5. Emphasise the key responsibilities and skills relevant to the job. List your experience in reverse chronological order.
6. If you have directly relevant work experience, list employment or experience first. Otherwise your skills can be a stronger link to the job you are applying for and should be listed first. If your application includes a separate response to the selection criteria you don't need to cover skills in great detail in your resume.
7. Stating memberships can demonstrate interest, commitment and transferable skills.

# RESUMES

## Resumes for casual positions

Considerations when developing a resume for casual positions:

- > You don't necessarily need to include a career objective, they are more useful in graduate position resumes where they provide a link between your skills and experience and the job you are applying for.
- > Consider listing your key skills and any relevant licenses if applicable for the position
- > Your education may not be as relevant to the role as your skills and experience, if you include it, place it near the end and do not go into a lot of detail
- > A resume for a casual position would generally be shorter (1-2 pages) than a resume for a graduate position

1. Tailor your objective to the position and your professional goals. An objective is appropriate for more complex positions but not necessary for typical casual positions.
2. Emphasise the duties and skills you've had that most closely align with those of the job you're applying for.
3. Extracurricular activities may also provide you with experience and skills that are transferable to the job context in which you apply.

## Sample resume (part-time or casual job)

**Frank Ashbury**  
27 Appleby Rd  
Chapman ACT 2611  
0412 345 678  
frank.ashbury@gmail.com

### OBJECTIVE

1

I am an enthusiastic team player, looking for an opportunity to use my strong interpersonal skills in providing high-standard customer service in the hospitality industry.

### RELEVANT EXPERIENCE

#### Apr 2014 – Apr 2017

Volunteer, Blue Care Cunnamulla Respite Care  
Prepared and delivered meals for temporary residents

2

Assisted in facilitating recreational activities for carers with a range of backgrounds and ages  
Used initiative to research and suggest activities to offer participants, including exhibitions at the Cunnamulla Fella Centre and excursions to the Cunnamulla show.

#### Feb 2015 – Nov 2016

Book reader, Cunnamulla library  
Book reader for preschool and primary school-aged kids  
Contributed to selection of reading list for two school terms, negotiating with others to include my favourites and I showed flexibility in taking up others' suggestions  
Co-ordinated weekly volunteer book reader roster.

#### Nov 2015 – Nov 2016

Assistant basketball coach, Police-Citizens Youth Clubs Queensland, Cunnamulla Activity Centre  
Facilitated warm-up activities for a team of primary school kids  
Responsible for opening and closing gym hall before and after training  
Used my strong oral communication skills in facilitating training sessions, and by providing feedback on team players' skills and behaviours with the head coach and parents.

### EXTRACURRICULAR ACTIVITIES

#### 2012

Basketball Team Captain, Cunnamulla State School  
Involved in actively recruiting new team members and keeping existing team mates engaged  
Assisted PE teachers in organising classes and facilitating drills  
Reported to PE teachers about the need for replacement equipment  
Met with team players to listen to concerns on and off the court, and represented team mates to PE teachers and the school principal; negotiated alternative options to overcome identified problem.

3

### QUALIFICATIONS

2017 - B. Asia-Pacific Studies Australian National University Expected completion Nov 2021

2016 Cunnamulla State School OP8 (out of 25)

# COVER LETTERS

Even if the content of your resume doesn't change significantly from one application to the next, your cover letter definitely needs to be modified for each job or opportunity you are applying for.

A cover letter or email should accompany your resume and is an important part of the application process, whether you are applying for an advertised position or contacting employers directly for non-advertised opportunities. A cover letter allows you to introduce yourself, demonstrate your motivation for the position and highlight key skills and experience relevant to the position. It is good practice to provide a cover letter at all times, even if one has not been requested.

Some employers request you to write a pitch instead or describe your motivation and suitability for a position within a set word limit in online application form. Both are very similar to a cover letter, but the limited space makes it more challenging to select the right examples – be sure to leave yourself enough time to craft your application.

1. Where possible use a name or use Dear Recruitment Manager - if you don't know the contact person.
2. Introduction: The reason why you are writing this letter.
3. What you are currently doing. Introduce yourself.
4. Can you do the job? Include key skills and experience relevant to the position.
5. Do you fit the organisation's culture and demonstration of your passion for the role and the organisation? Although this paragraph demonstrates that the applicant is potentially a suitable fit, you will have an opportunity to further elaborate on this in interview.
6. Conclusion. End on a positive note and thank you for their time.
7. Electronic Signature

## Example cover letter

**Frank Ashbury**  
27 Appleby Rd  
Chapman ACT 2611  
0412 345 678  
frank.ashbury@gmail.com

1

Mr James Smith  
Graduate Recruitment Manager  
ABC Bank  
210 Bourke St  
Sydney NSW 2001

16 April 2017

Dear Mr Smith

2

After speaking to Jason Williams at the Tertiary to Work careers fair in Canberra last week, I wish to apply for a graduate position in the investment banking stream with ABC Bank. My interest in investment banking has grown over the last several years, particularly after my summer internship experience at WeInvest last year.

3

I am currently in my final year of a B. Commerce/B. Laws degree at Australian National University (ANU) and I hold a distinction average. I have been an active member of the Finance and Banking Society (FINSOC) at ANU and the Financial Services Institute of Australasia (FINSIA) for the past two years.

4

I developed strong analytical skills through my research into the deregulation of East-Asia's financial sector in the past five years. I enhanced my strong communication skills as a volunteer guide at the National Museum and my teamwork skills in my part-time retail assistant role at David Jones. My organisational skills have been further developed in my position as paralegal with the commercial law firm Smith & Partners. I enjoy playing rugby and as a rugby coach for under 14s, I used initiative and my problem-solving ability with in running local competitions.

5

ABC Bank's global outlook and recent expansion into East-Asian markets appeal to both my legal and commerce backgrounds. I would enjoy contributing to ABC Bank's growth in deregulated markets overseas, as well as in the domestic sector. I would also welcome the opportunity to learn from experienced staff in the mentoring program within ABC Bank's graduate program.

6

Thank you for your time in this matter. I look forward to the opportunity to discuss my application further with you and can be contacted on 0412 345 678.

7

Yours sincerely

Frank Ashbury  
frank.ashbury@gmail.com

# SELECTION CRITERIA

## What are selection criteria?

Selection criteria are the qualifications, skills, personal attributes and standards needed to perform the duties listed in the duty statement/position description. Employers use them to identify the most suitable person for the role. Sometimes selection criteria are stated in the selection documents or they may be implied, such as 'What we look for'.

Depending on the selection process the selection criteria may be written as:

## Key questions

Commonly required for graduate and vacation program applications, examples include:

- > Outline why you are interested in this program/organisation.
- > Provide an example where you have best demonstrated your (communication, teamwork, problem solving) skills.
- > Which of our corporate values aligns most with your own and why?
- > A word limit is often specified. Use this as a guide to the level of detail to include (use most of the word limit allocated but never exceed!).

## Statements which need to be addressed

This is common for almost all government, not-for-profit sector and university positions. For example "Highly developed interpersonal skills with the ability to communicate, both orally and in writing". Unless the employer sets a word limit or suggested length (check the application instructions or employer website for 'Information for applicants') you will probably want to write a third to half page response to each criterion.

In either case, it is necessary for you to build a case based on your past experience and behaviour to make it clear to the reader that you possess that skill, ability or knowledge.

Employers use your responses to help them differentiate between candidates. This gives them a more detailed picture of your abilities in relation to the position, rather than relying purely on a resume. Before an employer decides whether or not they will look at your resume they will first check to see that:

1. you have submitted your responses to the selection criteria
2. you have attempted to respond using specific examples where relevant.

## Using the STAR approach for selection criteria

Employers who use selection criteria will expect you to provide evidence to support your claims. Most selection criteria will be behaviourally-based, which means using examples from your past experience to demonstrate your proficiency in the skill in the criteria. One approach you may wish to use to structure your responses (and ensure you are providing enough evidence) is to use the STAR method.

### The STAR method

<b>Situation</b>	Describe the situation that required you to use the skills the selection criterion is asking about
<b>Task</b>	Within that situation, what were your responsibilities?
<b>Action</b>	Outline the skills you used (or developed) to carry out the task
<b>Result</b>	What were the outcomes of your actions? How do you know they were successful?

**This structure is also very useful for responding to behaviourally-based questions during interviews.**



## Top tips for responding to selection criteria

- > Selection criteria should be addressed in a **separate document** to your resume and cover letter, unless stated otherwise.
- > Use each criterion as a heading.
- > Identify key words provided in the selection criteria. For example, the words “ability to” indicate that only a general level of skill or the potential to perform that skill is required, whereas “demonstrated” or “proven ability” requires a higher level of achievement and evidence through an example.
- > Before responding, brainstorm your examples from a range of different experiences – ideally use relevant and recent examples. Employers tend to place more value on relevant examples taken from your work experience, volunteer work and co-curricular and extracurricular activities.
- > If you have a particularly strong example to use, make sure you get it in early. There is no guarantee that the employer will read all of your responses.
- > Use ‘I’ not ‘we’, particularly in teamwork examples. Talk about your specific contribution and role.
- > Use numbers to quantify your responses and your outcomes where possible – How much? How many?
- > The **result** is important. Remember to point to evidence when describing the outcomes that were achieved.

Look for further resources on addressing selection criteria and example responses under Resources in CareerHub.



# INTERVIEWS

When you are invited to an interview, the likelihood of you being the successful candidate has improved significantly since you first lodged your application.

The employer will want to meet you in order to find out why you really want to work for their organisation. They also want to see if you will fit into the culture of the organisation by getting a sense of how well you could work with their staff and stakeholders.

However, interviews are a two-way discussion, and an opportunity for you to ask questions of the organisation in order to find out if it is the right fit for you.

## Types

Interviews can be conducted in a number of ways. Find out as much information about the format of the interview to help prepare. Some organisations may opt to use only one interview; others will have a series of interviews, involving different staff members before making their decision.

Examples of common interview formats include:

- > face-to-face
- > phone/Skype/Zoom
- > video
- > case study.

## Interview preparation – do your research

At the interview, the employer will want to see that you have conducted research into their organisation and the role you have applied for. Your responses to questions will need to demonstrate that you have done this. Information about employers is generally widely accessible.

## Making a great impression

First impressions can have a significant influence on interview success. The interviewers may have already started forming an impression of you from the moment that you inquired about the job.

Looking and acting professionally and engaging in conversation with whoever you meet before, during and after the interview is an ideal opportunity to make a positive impression.

## Communicating during the interview

Body language is one of the most important ways in which to communicate in an interview. Here are a few tips to remember:

- > firm handshakes with everyone you meet or are introduced to will help convey confidence
- > maintain eye contact with all interviewers and remember to smile
- > sitting up straight will help convey your interest
- > vary your tone of voice where appropriate when communicating
- > avoid crossing your arms, or using similar actions as this may come across as being defensive.

## Types of questions

Similar to written applications, employers look for the answer to three main questions:

1. Can you do the job?
2. Motivation for the role and organisation
3. Will you fit into the culture of the organisation?

They will ask questions to help them determine answers to these questions about you. When responding, draw on examples from your university experience, previous employment, volunteering and extracurricular activities.

## Practice makes perfect!

Spend time preparing and practicing for your interview. You won't be able to know exactly what questions will be asked but looking at the selection criteria and revisiting the job advertisement can help you to anticipate what skills or experience you may be asked about.

The following types of questions are likely to be asked:

**General questions.** You need to modify each answer to link it back to the industry, organisation and the role itself. Be prepared to answer questions about why you've applied for the job, what you know about the organisation and why you feel you would be a good fit for the role.

**Situational/hypothetical.** These questions allow the employer to look at your ability to analyse a problem, think quickly and provide practical solutions to the problem. The employer is also interested in the thinking and reasoning process that you go through in tackling the hypothetical scenario.

**Sector knowledge.** You may need to demonstrate your level of knowledge about a technical issue relevant to the role/industry sector. Ensure that you are up-to-date and aware of key issues.

**Behavioural/competency-based.** These questions aim to find out about your past behaviours/approaches to help predict future behaviour/approaches. They can often take the form of "Tell me about a time when you..."

## Asking questions

It is essential that you prepare questions in advance of the interview to ask the employer, as this is a great opportunity to demonstrate your knowledge, skills and enthusiasm for the job. Some questions may come to mind while you're at the interview. Your questions should reflect your knowledge of the position as well as the organisation. Do not ask questions that can easily be answered by looking at the employer's website. Instead, take the opportunity to demonstrate that you have done your research.

Questions could relate to:

- > the strategic direction of the organisation
- > the potential for you to be involved in key projects
- > changes occurring in the organisation/industry
- > the team you will be working with
- > opportunities for development.

**It is crucial that you are aware of key points of difference that separate the employer from other employers in their industry or sector, and that you can demonstrate this awareness in your responses.**

## InterviewStream

InterviewStream allows you to practice your interview using the latest in interview simulation software.

InterviewStream is perfect for preparing for video interviews. Employers are increasingly using video or Skype interviews as they offer a cost-effective and time-efficient method for screening candidates. When participating in these interviews, remember to put some thought into the sound, lighting and camera angle, as well as what is visible in the background.

InterviewStream can be accessed at: [anu.interviewstream.com](http://anu.interviewstream.com)



## Answering competency-based questions

An effective framework to use when answering the competency-based questions is the STAR-approach:

- Situation:** Describe the situation, professional role or context you were in
- Task:** State the tasks, challenges or problems that you faced in that situation
- Action:** Be specific when describing actions that you took and use a specific example. Using numbers will help make your example more specific and will assist the panel in being able to visualise the example
- Result:** Refer to the outcomes that you achieved – and point to evidence to show that this was the case

# OTHER ASSESSMENT TOOLS

## Psychometric and online tests

Psychometric testing is a common component of the selection process. Psychometric testing refers to the process of measuring a candidate's relevant strengths, development areas and preferences.

They may include:

- > cognitive ability tests (abstract, verbal, numerical reasoning)
- > mechanical reasoning
- > spatial reasoning
- > emotional intelligence.

## Why do employers use them?

Employers often use psychometric testing as an initial screening at the start of the selection process. Large numbers of applicants can be screened out of the process by setting cut off scores relevant to the skill required.

It is a good idea to undertake practice examples online, so that you can familiarise yourself with the types of questions to expect.

Tests related to emotional intelligence are best approached by answering honestly and instinctively. There is no benefit in trying to second guess what the employer is looking for, as you may end up working in a role that is unsuitable for you.

## Group activities

Group activities, often a part of assessment centres, usually involve having to complete a set task in a specified amount of time with a group of other applicants. The main types of group exercises include:

- > General discussion of a topic: "What actions should the government take in responding to a natural disaster in an overseas country?"
- > Discussion/debate of a work-related topic
- > Deciding on an ordered list of priorities: "What selection of goods or people should be prioritised in a rescue situation?"
- > Completing a particular task: "Build a helicopter out of newspaper or a suspension-bridge out of paddle-pop sticks".

In group exercises, you are being observed as to how effectively you work in a team to make decisions within a set period of time. Organisations also use this exercise to get a sense of your organisational fit in relation to their own values.

## Presentations

Individual or group presentations are a common form of assessment. The topic may be provided a few days in advance or it may be given to you at shorter notice. It is important to develop an understanding of good presentation style and structure. Remember that the presentation isn't just about content; it is also about the impression you create. Body language and tone of voice will be important factors that will impact the effectiveness of how you communicate.

## Written exercises

In some instances, you will be given a range of documents relating to a particular topic and then asked to write a brief summary or report. This is designed to test your analytical and written communication skills. Organisations also use this method to gain insight into your ability to be able to make judgements in a timely manner.

## Assessment centres

Some employers group a number of selection activities together and invite applicants to attend what is known as an assessment centre. This may involve a few hours of your time or even a number of days. The process is designed to allow employers to assess applicants more holistically against the selection criteria.

An assessment centre is an opportunity to demonstrate your strengths and abilities in a variety of ways. You should receive information from the organisation regarding the format and duration of the assessment centre. It is important to read and understand these details, including where and when to arrive, what to wear and what to bring along. Read over the selection criteria again, to ensure you understand what the employer will be assessing on the day.

## Social events

Opportunities to interact at social events, such as morning teas, lunches and cocktail parties, are often part of the selection process. Keep things on a professional level and use the opportunity to get to know more about the organisation. Interact with other applicants and employer representatives but avoid spending all your time with just one group of people. Your communication and interpersonal skills plus organisational fit are being assessed.

First impressions are very important. Throughout the day, you will be observed on the way in which you interact with other applicants, reception staff and other employees of the organisation.

Access further assistance via the ANU Careers appointments. We also offer workshops and practice group activities at peak times.

## Key tips for group activities

Remember, you are not directly competing with other group members. Aim to work effectively with the other group members to complete the task. It is important to:

- > help the group solve the challenge in a timely manner
- > make use of available resources if they are in the room, e.g. a whiteboard
- > continue to contribute to the group if you are the group's scribe
- > listen to other group members and refrain from interrupting or dismissing their ideas
- > encouraging contributions from all participants
- > acknowledge the contributions of others when addressing the group's ideas.

“We often ask students “what are you passionate about?” As recruiters, we are not looking for generic responses like “finance” or “accounting”, but rather, what are you REALLY passionate about? What makes you unique and interesting? It’s so important that our students and graduates are able to bring their true self to the workplace, so don’t hide these fantastic personal attributes during the recruitment process. And always remember, to back up your answer with a real-life example.”

Talent Acquisition Relationship Manager, PwC



# YOU'RE HIRED!

Congratulations, you have a job offer. At this stage you can either accept the position or ask for a short period of time to consider the offer.

Things to consider may include:

- > How does the position fit with your career goals?
- > Does the organisation's values align with your values?
- > What are the opportunities for development and/or promotion over the longer term?
- > Are the salary and benefits acceptable to you?

## Negotiating salary

- > Keep the lines of communication open
- > Tell your recruiter or the hiring manager that you are very interested in the position, but that you would like to discuss the salary;
- > Discuss openly and professionally how much you think you are worth
- > Research current salaries before your interview – look at a current salary guide, such as the Hays Salary Guide, to ensure your expectations are realistic
- > Use your research to support your salary position
- > Don't make your salary pitch too early – wait until you know you are the preferred candidate.

Source: Hays 2015

## Accepting or rejecting the offer

If you decide to accept the offer, thank the employer and express your interest in the position. Request a formal written offer, if one hasn't been provided. Always read and understand the details included in the contract and have the employer explain anything that is unclear. If further clarification is required, the best source of assistance is legal advice, Fair Work Australia or the relevant union. Always pay attention to the offer expiry date, as the employer may assume you are rejecting the offer if you have not responded in the required timeframe.

If you decide to reject the offer, always be gracious and thank the employer for the opportunity. Consider the situation a networking opportunity, as you never know when you may want to work for that organisation again or where that recruiter may be working in the future.

## Multiple offers

This is an enviable position to be in and hopefully the recruitment process has clarified your preferences. If the decision is difficult, consider the dot points opposite and the advantages and disadvantages of each offer.

In the competitive world of graduate recruitment some employers will send out offers that require a quick response. This pressure creates a dilemma for many students as they are usually in the process of applying for multiple jobs and the offers are rarely all on the table at once.

Speak to ANU Careers to assist with exploring your options.

## For more information

- > Fair Work Commission
- > The Fair Work Ombudsman provides advice on pay, leave, employee entitlements, awards and agreements and ending employment, [fairwork.gov.au](http://fairwork.gov.au)
- > ANUSA or PARSA Legal Officer

## Weighing it up:



Source: Hays 2017

# Graduation and beyond





# YOUR FIRST JOB

Starting your first job is an exciting milestone. The transition to a new workplace usually involves a steep learning curve, including building relationships with new colleagues and adjusting to different routines and expectations. Here are some tips to help calm your nerves and make the most of your first few weeks:

## Make a good first impression

Start with confidence by arriving on time, dressing appropriately and trying to remember names of your new colleagues. Be diplomatic with any suggestions or new ideas.

## Work hard

Use your time management skills to prioritise your work and master the basic components of the job. Asking questions demonstrates your enthusiasm and interest, and will be well regarded.

## Learn from your mistakes

With every mistake there is potential for growth. If you make a mistake, admit your error and learn from it. Likewise, when you receive feedback on your performance, reflect on what you can do better or differently next time. Your supervisor will be impressed if you take positive action on their comments.

## Demonstrate initiative

Aim to exceed the expectations of your manager and colleagues. If there is a problem, try to find a solution. If there is a project, go the extra mile to help the team complete it. Your reputation as a positive team player will be highly regarded.

## Network

Make an effort to get to know your colleagues, for example by socialising over lunch. Your connections both inside and outside the organisation are vital to your success in your current role and in securing your next role. After all, "it's not what you know, but who you know".

## Active alumni

When you graduate from ANU, you become a lifelong member of our alumni community and part of a diverse group of individuals across the globe. Stay connected to discover networking opportunities for your future career.

At some point in the future you might be looking for graduates for your organisation. Don't forget to contact ANU Careers at that point to see how we can help. It is always a pleasure to hear about your success and the advice that you can pass on to the next graduating class.



**Develop and manage your reputation carefully, as you will be promoted and offered opportunities based on what other people think of you.**

# FURTHER STUDY

Many ANU students undertake further study. It is important to think about the reasons for choosing further study and make an informed decision.

You might:

- > enjoy studying and want to continue the path into research
- > require further qualifications for professional accreditation
- > want to add a more specialised qualification in addition to a generalist degree
- > want to change the direction of your career.

If you plan to enter the job market, find out what advantage a postgraduate qualification will provide. Employers do not necessarily favour higher qualifications for entry level positions. For example, a masters qualification without additional work experience may not provide significant advantage. If you continue studying, ensure that you continue to build relevant workplace skills and experience.

If you are planning postgraduate study, consider the options available at ANU. [anu.edu.au/study](https://anu.edu.au/study)

## Career options for postgraduate research students

### Academic and non-academic pathways

While there is ongoing debate about the shifting labour market and the changing nature of job opportunities in the academic sector both in Australia and overseas, the key issue is diversification. Whilst opportunities for academic tenure post-graduation may have decreased, there is an increasing awareness of the value of the skills that a higher degree develops across a wide range of industries.

So, while the starting point for your career choice may be in your specialist research field, it can be helpful to look beyond this and identify the broader skills that a higher degree provides. Communicating and marketing your skills in a proactive way is vital. Getting a job requires that you tailor your skills for a certain position.

### Skills and knowledge acquired

The skills and knowledge that you have developed as a postgraduate research student are specialist skills related to your discipline. There are also generic and transferable skills developed through your experience as a student, including: interpersonal communication, writing, research, analysis, planning, organising, budgeting, problem solving, prioritising, time management, reporting, goal setting and skills in information technology.

### Academic and research paths

A PhD or MPhil is often viewed as a passport to research opportunities, teaching positions and possible employment in the form of academic tenure. However, in recent times universities have shifted toward employing more casual and fixed-term staff. This creates a large and dynamic employment arena with many opportunities for the entrepreneurial academic who is adaptable, determined and passionate about their area of expertise.

Although entry-level tutoring and research positions can have high workloads, it is crucial to find the time to get involved with collaborative projects and networking with other colleagues to enhance your career prospects. It is also vital to continue writing and publishing your research, to increase your competitiveness within the academic sector.



## Applications for academic positions

If you are applying for an academic position the key facts to include are those to do with publications, teaching, descriptions of research and details of funding awarded. Identify what has made you a success as a researcher and why you would be a good academic.

Some points to highlight are:

- > **conferences attended and presentations given**
- > **publications, including research articles and industry reports**
- > **committees, noting any positions of responsibility you held**
- > **prizes, scholarships and awards to attend conferences**
- > **professional memberships**
- > **teaching philosophy and experience.**

## Finding the balance

In your keenness to develop skills and networks, it is easy to become involved 'for the experience'. In many cases these activities will not help you find a career position. For example, casual and even contract tutoring won't necessarily lead to a tenured position.

Conference organisation, research assistance work and assisting research teams don't usually lead to full-time employment. Use these opportunities to develop skills to put on your CV, but often a little is enough. Use the time to develop your career prospects through publication and then, in combination with the experience you have gained, you will be a good candidate for advertised positions.

## Tips for success

- > **Make your aspirations known.**  
Don't assume people know you want an academic career because you are completing a higher degree.
- > **Develop a portfolio career strategy.**  
Many successful academics ensure they are up-to-date and adaptable in the changing tertiary climate through consultancies to the government and private sector as well as often having significant community involvement in their fields of interest. It is also common for academics to have previously worked full-time in their area of expertise while tutoring or guest lecturing in the tertiary sector part time.
- > **Expand your networks.**  
Attend conferences, join professional associations and help out on committees and with extra projects where possible.
- > **Develop your online profile.**  
Market your publications, skills and achievements globally.
- > **Contact recruiters directly.**  
Find out who is in charge of recruiting employees for the department or college and contact them directly. Casual jobs such as tutoring are often not formally advertised.
- > **Use all the sources of professional development on your campus effectively.**
- > **Get help at ANU Careers.**  
This includes career planning, job applications and interview preparation. We often run targeted workshops for postgraduate students.
- > **Serve on committees and participate in student representative organisations.**  
Extend your networks to gain insights into how the university functions.
- > **Seek opportunities to teach in other settings.**  
Consider local community colleges or nearby institutions to lecture or run small group instruction on an occasional basis or to teach a course on your own.
- > **ANU Research Training.**  
Visit the ANU website to learn about the latest news, opportunities and resources.

# THE HIGHER EDUCATION SECTOR – IT IS NOT ALL ACADEMIC

Universities are diverse communities of scholars, administrators and students. While an academic career path within universities is one option, a career as a professional staff member is also worth considering.

Your advanced research and management skills may equip you for a wide variety of positions in:

- > statistics and planning
- > project management
- > student administration
- > public relations
- > international education
- > finance
- > information management
- > research and grants management
- > human resources
- > student services
- > self-employment.

Having dedicated so much time to studying and researching in a university environment, you will be highly familiar with the culture of the sector. Additionally, the intrinsic value of your qualification is likely to be recognised, given that degrees are of course the basic product of universities.

Australian universities are major employers within their local areas and employ many of their own graduates – many of the senior administrators in the sector now holding postgraduate qualifications.

## The public sector

Many government departments have graduate programs, aiming to attract staff with the potential to develop research and management skills and expertise in the public sector. Therefore, your postgraduate qualifications in combination with your employability skills are likely to put you into a strong position to be considered for these roles.

Recruitment into graduate programs is highly competitive and you will be expected to demonstrate competence in areas such as teamwork, communication and leadership skills as well as your analytical and research abilities.

Don't limit your search just to graduate programs. Most postgraduates have the skills and experience to apply for positions at a range of public sector levels. These positions will have selection criteria that will help you determine whether the job is a good match against your skills and experience.

## The private sector

As a postgraduate, your employment options in the private sector are varied and are often linked to your discipline and your areas of expertise. Thinking laterally and seeing your degree as a package comprising both specific knowledge and broad-based skills is the key to maximising your private sector options.

## Consulting

If you decide that your specialist knowledge and skills are highly marketable and the idea of being self-employed has appeal, consultancy is also an option.

Contractors and consultants are professionally skilled individuals with extensive work experience or specialised postgraduate academic qualifications. Normally, contract professionals and consultants are commissioned by organisations when extra assistance and specialist skills are required in setting up or conducting project-based work or when there is a skill shortage either on a short or long-term basis.

## The not-for-profit sector

Many postgraduates are interested in the not-for-profit sector, which includes international organisations, such as the United Nations and Red Cross, as well as national or community based organisations and peak bodies. Many students will be attracted to these employers because of the value of what they do.

Due to the increasing need of these organisations to be strategically managed, often in a low funding environment, your commitment to a particular cause – however strong – is not likely to be enough on its own to break into this sector. While your career values are important, not-for profit organisations, like all employers, will be interested in the skills and experience that you have acquired and the value that you can add to their organisation.

If you are thinking of a career in this sector, volunteering is definitely worth considering; particularly as large, well known non-government agencies and charities will often recruit permanent staff from their volunteer pool. It will also give you the opportunity to develop a professional network, as well as getting that much needed work experience on your resume.



## Entrepreneurialism

Entrepreneurs start and build businesses. The entrepreneurs who create the greatest economic impact are those who build high-growth businesses with global ambitions and the ability to disrupt large markets using technology.

Entrepreneurs are a vital ingredient in the formation of startups. They are often the ones who see opportunities and go after them, whilst also managing risk. Entrepreneurial mindsets are also valuable to employers, who are increasingly seeking graduates with relevant experience and skills to act as internal entrepreneurs (or “intrapreneurs”). This trend has accelerated in recent years as more companies realise that their industries are facing disruption from startups, highlighting the innovate more than ever before.





# CONTACT US

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