Kick-starting your career

So you have made it into university. Congratulations! However, don’t let your classes distract you from a greater goal: the career of your dreams. Follow these tips below...

YEAR ONE

- Consult with the Career and Employment Service for advice on possible careers and developing your resume.
- Seek out paid employment - any job will give you valuable skills such as customer service, time management, team work etc.
- Seek out volunteer work.

Do this:
Register at www.careerhub.mq.edu.au
You can book appointments, register to attend workshops and search jobs, internships or volunteer positions.

- Join a student group on campus: (www.mq.edu.au/on_campus/get_involved/student_groups/).
- Join the Global Leadership Program and attend symposia: (students.mq.edu.au/opportunities/global_leadership_program).
- Research student exchange options: (students.mq.edu.au/opportunities/student_exchange).
- Start a brag sheet. This is essentially a list of your accomplishments. They can seem so memorable at the time but can be easy to forget.
- (blog.brazencareerist.com/2014/06/19/always-keep-running-list-career-accomplishments/).
- Make a profile on Comet (https://comet.is)

YEAR TWO

- Take on a role with more responsibility in your student group e.g. Secretary, President etc.
- Complete a PACE unit

PACE is Professional and Community Engagement. PACE broadens your university knowledge by embedding practical experience into your degree. You can earn course credit for completing an internship.
Visit here: students.mq.edu.au/opportunities/professional_and_community_engagement/

- Attend Macquarie University's biannual Career Fair and Careers events. Or apply to be a volunteer for the Career and Employment team.
- Research different employers and become familiar with your industry:
  - Look at entry level positions and graduate programs.
- Become familiar with your lecturers and ask them questions. They want to help you.
- Research and apply for internships or research assistant (RA) positions:
  - Search for internships on CareerHub, or simply approach an employer/company that you admire and ask about internship opportunities (www.themuse.com/advice/how-i-found-the-perfect-intern-and-she-found-the-perfect-internship).
  - For RA positions, approach lecturers and ask.
• Review your **resume** with the help of the Career and Employment staff.
• Go on **exchange** for a semester or for a short course.
• Focus on personal communication and **networking** skills:
  o Attend networking events.
• Develop a professional **online presence**:
  o [www.linkedin.com](http://www.linkedin.com)
  o [www.comet.is](http://www.comet.is)
  o Need help with this? The Career and Employment Service can help.
• Become a student member of a **professional association** in your field.

**YEAR THREE**

• In the summer holiday, do an **internship**.
• Complete a **PACE** unit.
• Attend **employer presentations** on campus (for details, see CareerHub).
• Apply for jobs/graduate opportunities:
  o These are often advertised in February/March for the following year, so don’t miss out.
• Even if you are not ready to apply for positions, still research them so you can see what the job market is like, what types of skills employers are looking for etc.
• Begin preparing for **assessment centres** or psychometric testing:
  o Need help with this? The Career and Employment Service can help.
• If you are interested in postgraduate education, find out more about the course. You could approach lecturers and talk to students currently undertaking it for advice:

**AFTER GRADUATION**

• You can access CareerHub and the Career and Employment Service for 12 months after graduation if you need help with job applications, resumes, interviews or advice.

For more tips:
- [50awstoetaiob.com/](http://50awstoetaiob.com/)

**OUR CAREER DEVELOPMENT MODEL**

**Exploring**
• Identify your strengths and interests
• Register on CareerHub and search job listings
• Attend workshops and seminars such as writing resumes and cover letters
• Seek out career advice

**Clarifying**
• Search CareerHub for degree-related internships and work experience
• Attend job search and application workshops, degree-specific seminars and career panels with industry leaders
• Attend the Careers Fair

**Applying**
• Attend the Careers Fair and go to employer presentations
• Have your resume reviewed
• Attend applications, assessment centres and interview skills workshops
• Book a mock interview