ANU CAREERS GUIDE
A practical guide to planning your career and maximising your employability
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Welcome to your 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 as the most employable in the nation (Times Higher Education–Global Employability Ranking 2017). However, academic results alone will not guarantee career success in an ever-changing and increasingly competitive job market.

Forging a successful career is more than just gaining academic knowledge and employability skills. Understanding yourself, your strengths and your career interests along with awareness of the employment market and being prepared to seize available opportunities are integral to success.

Equally, building knowledge and skills that allow you to confidently search, apply and interview for jobs is also essential.

This guide offers wide-ranging advice and information to help ensure you are employable and competitive for roles during and after graduation. It was written by career specialists who assist students on a daily basis with career questions like:

- 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 in the right direction for planning and preparing for a successful career.

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

ANU Careers
Student Experience and Career Development
We provide a wide range of career and employment 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).

Online services
ANU Careers website (careers.anu.edu.au) and CareerHub (careerhub.anu.edu.au) are sophisticated career information and employment opportunity systems for the exclusive use of ANU students and recent graduates.

Register as soon as possible to access:

- part-time and casual 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
- online career planning tools; New Directions, Career Voyage and more

Connect with us on Facebook for all the latest careers news and information facebook.com/ANUCareers

Career education
Our consultants provide seminars and workshops relevant to graduate employment options, labour market trends and career development issues. 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 conveners 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 where you can 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 to access InterviewStream.

Career appointments
Come along to a short appointment for individual feedback and advice on career planning, applications, job search, how to build employability, accessing internships and work experience and interview and selection processes. Appointments can be booked through CareerHub.

Resumè and cover letter-writing workshops
Attend our job application workshop if you would like help with a resume or cover letter. In this workshop you will learn how to write a professional resume and develop the skills to manage your own applications. The comprehensive workshop includes time for individual questions in a group setting. Book in via CareerHub.

Not in Canberra?
That’s okay, just contact us to schedule a telephone or email consultation.

ANU Careers
Student Experience and Career Development
E careers@anu.edu.au
T +61 2 6125 3593
W careers.anu.edu.au
W careerhub.anu.edu.au
F facebook.com/ANUCareers
Getting started

1. Develop self-awareness
   - What are your skills and personal attributes?
   - What are you passionate about?
   - What types of things are important to you in a job?

2. Explore your options
   - What occupations and industries are you interested in?
   - What knowledge, skills, attributes and experience are required?
   - Is further experience or study needed?

3. Review and make choices
   - Set goals
   - Develop a career plan
   - Decide on the best fit between you and employment options

4. Take action
   - Attend careers workshops and get advice on applications, interviews and recruitment processes
   - Develop networks in your chosen field
   - Identify where jobs are advertised and how to apply
   - Practice your interview skills and prepare for assessment centres

5. Gain experience, reflect and review
   - Engage in work experience, volunteering and extra-curricular activities
   - Reflect on and identify skills gained through your experience
   - Revise your career plan if needed
STEPS TO CHOOSING 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.
   > 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.
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, but 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 [unistats.anu.edu.au/surveys/GOS](http://unistats.anu.edu.au/surveys/GOS)
> Read the career profiles of your College alumni and visit 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)

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.

What industries do ANU alumni work in?

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<tr>
<th>Industry</th>
<th>Number</th>
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<tbody>
<tr>
<td>Business Development</td>
<td>7,442</td>
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<tr>
<td>Education</td>
<td>6,066</td>
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<tr>
<td>Community and Social Services</td>
<td>4,944</td>
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<tr>
<td>Research</td>
<td>4,573</td>
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<tr>
<td>Legal</td>
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<tr>
<td>Finance</td>
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<tr>
<td>Operations</td>
<td>3,341</td>
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<tr>
<td>Consulting</td>
<td>3,057</td>
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<tr>
<td>Information Technology</td>
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<tr>
<td>Entrepreneurship</td>
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<tr>
<td>Engineering</td>
<td>2,903</td>
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<tr>
<td>Sales</td>
<td>2,647</td>
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<tr>
<td>Media and Communication</td>
<td>2,530</td>
</tr>
<tr>
<td>Program and Project Management</td>
<td>2,039</td>
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<tr>
<td>Arts and Design</td>
<td>1,819</td>
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<tr>
<td>Sales</td>
<td>2,647</td>
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Source: ANU Career Insights from LinkedIn (November 2017), 58,620 alumni

Tools to help

Check out these assessment tools to help identify your skills, values and interests:

> [myfuture.edu.au](http://myfuture.edu.au)
> the New Directions and Career Voyage career guidance programs available through ANU Careers

Get further information

> [linkedin.com/school/162587/alumni](http://linkedin.com/school/162587/alumni)
> [gilt.edu.au](http://gilt.edu.au)
> [unistats.anu.edu.au/surveys/GOS](http://unistats.anu.edu.au/surveys/GOS)
> [joboutlook.gov.au](http://joboutlook.gov.au)
ALUMNI PROFILES

Get inspiration and ideas from some recent ANU graduates, and note the examples of possible first jobs out of university.

Ben Duggan
Bachelor of Arts
ANU College of Arts and Social Sciences

A combination of on and off campus life helped open Ben’s eyes to a world of possibilities. Ben spent his first few ANU years working for former Federal MP Dr Mike Kelly, and his visits to local schools helped Ben discover his passion for supporting students to get the most out of their education.

He created the Raising Hope Education Foundation in 2012, aiming to convince his fellow ANU students to volunteer in local schools. Since that time hundreds of ANU students have volunteered for the program, going into schools and helping through mentoring, tutoring and other roles. The foundation has received over $100,000 in funding.

Ben handed the organisation over to another ANU student at the end of 2014 when he completed his studies.

Timothea Horn
Master of Diplomatic Studies
ANU College of Asia and the Pacific

Timothea Horn is an ANU PhD researcher examining how ‘small powers’ can help stop the global spread of landmines, small arms and weapons of mass destruction. She is researching how Australia, Canada and New Zealand have successfully used diplomatic tools during multilateral treaty negotiations to ban landmines and cluster weapons and stop the illegal trafficking of small weapons.

As part of her research, Timothea is travelling to Canada, New York and Geneva where she will get to witness UN negotiations on disarmament first-hand. Her goal is to develop diplomatic tools and processes that can be used in treaty negotiations along with application in other fields of multilateral negotiations, including nuclear weapons and weapons of mass destruction.

Some examples of jobs after graduation:

- Educational developer
- Research assistant
- Business analyst
- Consultant anthropologist
- Art curator
- Public policy officer
- Heritage project manager
- Learning adviser
- Management consultant
- Journalist/broadcaster

Read about other graduates at cass.anu.edu.au/alumni/profiles

Some examples of jobs after graduation:

- Development officer
- Project manager
- Research fellow
- Analyst
- Data analyst
- Assistant language teacher
- Labour market researcher
- Ambassador
- Assistant manager (policy)
- Policy officer/analyst

Read about other graduates at asiapacific.anu.edu.au/alumni/alumni-stories
ALUMNI PROFILES

Robert McIsaac
Bachelor of Science (Psychology)/ Bachelor of Commerce (Management)
ANU College of Business and Economics

Robert is an associate with PwC where he is responsible for assisting with the strategy, development and implementation of personnel solutions for government and private sector clients.

He said that the most important skill he learned from ANU was how to learn, which, along with being able to ask the right questions, think critically and break down complex issues, helped him immensely during his first year on the job.

Robert highly recommends that students get work experience to help demonstrate to employers their ability to juggle multiple commitments and work in a team.

“What you study doesn’t necessarily dictate who you are or what you will become; keep your mind open to changes, challenges and opportunities as they are presented to you and above all else enjoy the ride.”

Some examples of jobs after graduation:
> Accountant
> Consultant policy analyst
> Financial analyst
> Project manager
> Associate lecturer
> Research economist
> Business analyst
> Auditor
> Marketing officer
> Transfer pricing consultant
> Actuarial advisory graduate

Read about other graduates at cbe.anu.edu.au/alumni/alumni-stories

Huy Nguyen
Bachelor of Engineering
ANU College of Engineering and Computer Science

Huy’s engineering degree at ANU provided an approach that has underpinned most of his work since graduating – combining technical engineering design with broader user, management, social and stakeholder considerations.

Having used a wheelchair to get around since he was a child, Huy is determined to help break down the barriers to a more inclusive society. He is focused on combining innovative approaches across system and humanitarian engineering with community development to empower people with disabilities.

Huy is the founder and CEO of Enable Development, a social enterprise working on the challenges of disability. He is also the founder of EnableCanberra, an online resource to help people with access requirements plan their visits to Canberra’s national institutions. Huy’s work in Australia and overseas was recognised with the ACT Young Australian of the Year for 2014 award.

Some examples of jobs after graduation:
> Web developer
> Business systems consultant
> Software developer
> IT consultant
> Project engineer
> Computational scientist
> Research engineer
> Design engineer
> Mechanical engineer
> Digital learning assistant

Read about other graduates at cecs.anu.edu.au/alumni-giving/our-alumni
Katrina Marson

Bachelor of Arts/Bachelor of Laws (Hons) GDLP
ANU College of Law

Katrina’s passion for communities was instrumental in the founding of ANU Volunteers (ANU V), one the largest groups on campus. Katrina was founding secretary and in 2012 became president in 2012 of the volunteer group, raising awareness among ANU students and advocating for members and their causes.

Katrina won the 2012 Tillyard Prize and now works for the ACT Director of Public Prosecutions.

Some examples of jobs after graduation:
> Graduate lawyer
> Associate to supreme court justice
> Contracts and tenders manager
> Graduate administrative assistant
> Investment operations analyst
> Migration agent
> Policy adviser
> B747 pilot
> Consultant
> Environmental officer
> Fair Work infoline adviser
> Human rights legal and policy adviser
> Police prosecutor
> Trade and investment manager

Read more about other graduates at law.anu.edu.au/alumni/alumni-profiles

Simon Mulvaney

Bachelor of Interdisciplinary Studies (Sustainability) (Honours)
ANU Colleges of Science

Simon studied a Bachelor of Interdisciplinary Studies majoring in sustainability science and discovered his passion for supporting students to get the most out of their education while doing voluntary work/working in a number of student focused departments at ANU.

Simon ran ANU Access and Inclusion outreach projects between 2014–17, working with high school students in regional NSW and in the ACT including weekly homework centres to Goulburn, poetry slam events, forensic science and Robogals (robotics) workshops. During this time Simon recruited and trained students to participate in these outreach activities. He also travelled to Malawi in 2014 with the ANU Global Undergraduate Leadership Program to help run gender inequality workshops in high schools. He is pursuing his long-standing interest in education as an associate in the Teach for Australia program, where he is currently teaching humanities and science in Western Australia at Kalgoorlie Boulder Community High School.

Some examples of jobs after graduation:
> Psychologist
> Laboratory technician
> Research development coordinator
> Sustainability officer
> Community education project officer
> Management consultant
> Doctor
> Intelligence analyst
> Plant scientist
> Research scientist
> Secondary Science teacher
> Veterinary nurse (training)
> Software development engineer
> Water planner
> Public health adviser

Read more about other graduates at science.anu.edu.au/study/student-stories
Explore options

Career Planning
- Understand your skills, interests, attributes and career values to know yourself and to inform your career choices
- Research career paths, jobs and employers, attend careers events
- Consider a range of employers and opportunities or further study

Finding Employment
- Find casual work and employment opportunities
- Internships and work experience
- Apply for graduate jobs

Networking
- Build your networks and transferable skills
- Continue to develop your networks
- Keep building your networks and skills
- Articulate your employability skills

Get Involved
- Get involved, join clubs and societies or volunteer
- Continue your involvement with your extra-curricular activities
- Join ANU alumni and professional associations, build networks

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.
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.

### Early Degree – finding your feet
Use your first year to connect with the ANU community, immerse yourself in the ANU experience and think about what you want in your career.

### Mid-Degree or Penultimate Year – build employability
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.

### Final Year – apply for graduate jobs and other employment opportunities
Once you are in your final year, it is time to begin applying for graduate programs or to think about further study.

### Research career paths, jobs and employers, attend careers events
It is never too early to start identifying where your degree could lead you. Find out where ANU graduates are working and which employers are recruiting for your discipline area.

### Meet with employers
Attend career fairs, employer presentations and networking events.

### Consider a range of employers and opportunities or further study
Attend career fairs and employer events, check job listings regularly. Evaluate opportunities against your skills, values and interests. What will you apply for?

### Find casual work and employment opportunities
Even if you don’t need the money, working casually while at university can build customer-service, teamwork and time-management skills. Experience in casual work is highly valued by employers recruiting mid-year students for vacation programs and internships.

### Internships and work experience
For-credit internships, paid vacation, summer clerkship and internship programs and other opportunities such as exchange and study abroad are generally open to mid-degree or penultimate year students. Decide which you would like to participate in and get your applications in on time.

### Apply for graduate jobs
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. Consider applying for direct entry roles as graduate programs are only one avenue for employment.

### Get involved, join clubs and societies or volunteer
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 in later years.

### Continue your involvement with your extra-curricular activities
Now might be the time to consider leadership roles or taking on a new position more closely aligned with your longer-term career plan.

### Join ANU alumni and professional associations, build networks
Build a professional profile and continue to connect with people in your field of interest. Many opportunities can open to you through your connections if you are motivated and enthusiastic.

### Build your networks and Transferable skills
Connect with your lecturers, tutors and fellow students. They may offer opportunities for extra work, contributing to an activity or learning more about an area of interest. Start building your employability skills.

### Continue to develop your networks
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 hold today.

### Keep building your networks and skills
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.

### Articulate your employability skills
Employers are looking for a combination of skills, knowledge and experiences. Consider the skills you have developed through casual/ part-time work, internships or volunteer experiences and make sure you articulate these employability skills when applying for jobs.
In a competitive labour market you need to have a clear understanding of the skills and qualities that will make you employable in your chosen field. With this information in mind, you can participate in a range of experiences that will demonstrate that you have the desired skills, qualities and motivation enabling you to stand out to potential employers.

### Employability skills

It takes more than a degree to get a good job.

Employers have a clear idea of the skills, knowledge and attributes required to do the job and work in their organisation. Depending on the industry or occupation you wish to work in these could be very specific technical skills or knowledge. However, there are general skills and competencies (often referred to as employability skills) that employers commonly seek in new recruits.

#### Communication

This refers to both written and verbal communication. It involves being a good listener, expressing yourself clearly, concisely and persuasively and communicating well with different audiences and people from diverse cultures. Your ability to negotiate with others towards a suitable outcome for all is another vital communication skill.

#### Teamwork

This involves working well with others to achieve results and recognising the value of other people’s contributions and ideas. You’ll need to show you can take on responsibility as well as manage and delegate to others.

#### Problem-solving

You’ll need to demonstrate you have the ability to think critically and logically and identify solutions to arrive at a favourable outcome. It’s good to show you can apply a range of strategies to problem-solving, make optimal use of available resources and enlist others to achieve an outcome.

#### Initiative

This involves being able to see innovative ways of doing things, seizing opportunities, adapting to new situations and taking initiative. It may involve a newer way of looking at a situation or the addition of an innovative solution to improve or streamline an existing process.

#### Planning and organising

It will be important to show employers that you can manage your time efficiently, establish clear goals and objectives and prioritise what tasks need to be done to achieve a goal. This also involves being able to identify what is required in a given situation, coordinating tasks and being resourceful.

#### Self-management

This refers to having a personal vision and goals, being able to evaluate and monitor your own performance, having the confidence and ability to take responsibility for your own actions. You may face many challenges in your work or personal life and you need to show employers you have the ability to work under pressure and work through challenges without becoming too overwhelmed.

#### Using technology

Having a basic understanding of word processing, spreadsheets, the internet and email is a base requirement. You will also need to show an employer that you can quickly adapt to and apply new and emerging technologies.

#### Learning

This refers to your ability to manage your own learning and contribute actively to ongoing improvement and expansion in your own knowledge and skill set. This also refers to your ability to learn workplace skills and expectations specific to your organisation.

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.
**Ten skills for the future workforce**

The Institute for the Future analyses key drivers that will reshape the landscape of work and identifies 10 key work skills needed in the next 10 years. Consider taking up opportunities that allow you to develop these skills.

1. **Sense-making**
   The ability to determine the deeper meaning or significance of what is being expressed.

2. **Social intelligence**
   The ability to connect to others in a deep and direct way, to sense and stimulate reactions and desired interactions.

3. **Novel and adaptive thinking**
   Proficiency at thinking and coming up with solutions and responses beyond that which is rote or rule-based.

4. **Cross-cultural competency**
   The ability to operate in different cultural settings.

5. **Computational thinking**
   The ability to translate vast amounts of data into abstract concepts and to understand data-based reasoning.

6. **New-media literacy**
   The ability to critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication.

7. **Transdisciplinarity**
   Literacy in and ability to understand concepts across multiple disciplines.

8. **Design mindset**
   The ability to represent and develop tasks and work processes for desired outcomes.

9. **Cognitive load and management**
   The ability to discriminate and filter information for importance, and to understand how to maximise cognitive functioning using a variety of tools and techniques.

10. **Virtual collaboration**
    The ability to work productively, drive engagement, and demonstrate presence as a member of a virtual team.


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**Tips for employability**

- Get involved in university life and extra-curricular activities to expand your interests and develop employability skills.
- Plan early to get relevant work experience and voluntary work 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 up to date about what employers are looking for, get new ideas for enhancing your skills and experience and ensure you are highlighting these effectively in your applications.

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**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. This can help 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.
BUILDING EXPERIENCE

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.

Make the most of your time at ANU
ANU offers a vast array of for-credit and extra-curricular experiences 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.

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 their 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, PARSA, a student society, College or residence can provide valuable experience.
  - 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. Visit innovation.anu.edu.au and 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 find work experience related to your future career. Check out ANU+ to formally recognise your experience and contribution achieved through volunteering.
anu.edu.au/students/careers-opportunities/volunteering/aniu

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 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 organisations. Many organisations, including ANU, regularly advertise casual opportunities in administration, research, accounting, para-legal roles, marketing and community outreach among others through CareerHub.

Australian workplace legislation stipulates that to be lawful, internships must either be undertaken for-credit or that you be paid. See the information at www.fairwork.gov.au
Internships

Undertaking an internship or work experience during your degree can be an excellent way to gain experience, put into practice concepts and theories learnt in the classroom, and develop a distinctive edge in the graduate job market.

ANU Careers can help students find and apply for relevant internship and work experience placements and apply the skills and lessons learnt to resumes and graduate recruitment processes.

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

Unpaid internships undertaken for credit or with a not-for-profit organisation typically comply with the regulations set out by the Fair Work Act. However, if you are considering other forms of unpaid work experience the Fair Work Act may have stipulations on whether you should be considered and paid as an employee for the work you undertake. For further information, download Fair Work Australia’s Fact Sheet on Internships and Vocational Placements, available at www.fairwork.gov.au

If you have questions about the legality of an internship placement or would like more information, feel free to contact ANU Careers for advice.

For-credit internships

For-credit opportunities are available in most Colleges and departments 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.

Other 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.

Direct entry

The majority of students enter the job market directly, rather than through graduate programs. 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.

Graduate programs

Many organisations, along with Commonwealth, state and local government agencies, offer formal graduate programs. These are a great way to start your career, as they generally include formal training, mentoring and rotations within key 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 one to two years following graduation, so if you don’t succeed on your first attempt, try again next year.

Many employers are using the following sites and events to advertise their graduate and vacation programs:

- careerhub.anu.edu.au
- gradaustralia.com.au
- graduateopportunities.com
- gradconnection.com.au

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.

International students

If you are an International student, research employer websites to check whether visa restrictions apply for graduate programs.
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 may not be directly related to the content of your degree. Increasingly, employers are looking for graduates who have ‘enterprise’ skills that enable people to be flexible and adaptable to changing environments.

Here are some tips to identify and research potential employers:
- attend events like campus presentations and career fairs
- talk to people – identify people who 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.

Graduate Outcomes Survey gives information about types of jobs and starting salaries for university graduates unistats.anu.edu.au/surveys/GOS

**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. Many employers visit campus and actively recruit ANU students. Attending events such as employer presentations, career fairs, networking events and employer-led workshops are valuable to find out about a range of careers and opportunities. You will gain inside information from recruiters, recent graduates and senior managers on what the organisation does, what they are looking for in applicants and how to succeed in the recruitment process. Many organisations start and end their recruitment for graduates in February to April of your final year, so be prepared! Seek clarity around these dates directly from the employer.

**Successful job search methods**

<table>
<thead>
<tr>
<th>Method</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement on the internet (e.g. Seek, CareerOne)</td>
<td>36%</td>
</tr>
<tr>
<td>Family or friends</td>
<td>13%</td>
</tr>
<tr>
<td>Approached employer directly</td>
<td>12%</td>
</tr>
<tr>
<td>Work contacts or networks</td>
<td>8%</td>
</tr>
<tr>
<td>Approved by an employer</td>
<td>8%</td>
</tr>
<tr>
<td>University or college career service</td>
<td>8%</td>
</tr>
<tr>
<td>Careers fair or information session</td>
<td>8%</td>
</tr>
<tr>
<td>Other university/college source (e.g. lecturers, student societies)</td>
<td>7%</td>
</tr>
<tr>
<td>Social media (e.g. LinkedIn)</td>
<td>6%</td>
</tr>
<tr>
<td>Employment agency</td>
<td>5%</td>
</tr>
<tr>
<td>Via resume posted on the Internet</td>
<td>5%</td>
</tr>
<tr>
<td>Advertisement in a newspaper or other print media</td>
<td>4%</td>
</tr>
<tr>
<td>Other</td>
<td>3%</td>
</tr>
<tr>
<td>Graduate program/internship work placement</td>
<td>3%</td>
</tr>
<tr>
<td>An employer promotional event</td>
<td>2%</td>
</tr>
</tbody>
</table>


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**Get further information**

- [linkedin.com/school/162587/alumni](http://linkedin.com/school/162587/alumni)
- [qilt.edu.au](http://qilt.edu.au)
- [unistats.anu.edu.au/surveys/GOS](http://unistats.anu.edu.au/surveys/GOS)
- [joboutlook.gov.au](http://joboutlook.gov.au)
On-campus presentations and events

Employers are active in their recruitment of graduates, visiting campus and presenting to students. Many employers will look at diverse discipline areas, and some will be more specialised. It’s worth researching employers, and the types of industries that your degree might connect with, but don’t limit your options. More and more, employers are focusing on those ‘enterprise’ skills which a graduate can bring to the workplace, for example, communications skills, teamwork, analytical thinking and problem-solving. As industry changes, graduates need to be as adaptable as possible, recognising your skills and researching the type of jobs available, and what the culture of an organisation is like is crucial. Gaining experience and developing those ‘enterprise skills’ through part-time, casual work and/or volunteering is also very important. Employers will present in range of ways, sometimes as a ‘panel’ of presenters, with recent graduates or senior managers. Sometimes they will run workshops, or present in a lecture style. Go to as many of these types of events as possible to see what is out there for you, try to create networks with these employers, because if you can stand out, they will remember you.

Career fairs

ANU Careers runs a number of 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 organisation 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 run and 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 development 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 50 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 and ANU Careers Facebook page regularly for current event and job listings: 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
> innovationact.org
> cbrin.com.au

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

Students from across the University work with computing students, industry experts and entrepreneurs to develop their skills and create software start-up companies. Students studying any degree in any discipline at ANU can participate and gain credit towards their degree.

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

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 professional. In a world where the majority of jobs are never advertised, networking will be a vital skill for your future career.

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.

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.
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 a key part in how work gets 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 and traffic to your work
- build, craft and enhance your brand.

Social media, paired with traditional job search methods can be a strategic tool. 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 ones 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.
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 mould 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
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 vacation 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 letters, resumes, selection criteria), interviews, online testing and other assessment activities.

ANU Careers is ready to help with all elements of the process. Use the resources on our website and CareerHub, attend our regular seminars and workshops and come to an appointment consultation for help and advice.

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. If an employer receives 300 applications for one position, the costs and resources required to interview all candidates would be prohibitive. Therefore, they need to narrow the number of candidates down to a manageable number.

So how do they choose? 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.

How ANU Careers can help with job applications

- In addition to the information provided in this guide, the Careers website and CareerHub contain a number of useful resources to assist in developing your applications.

- Come along to our Resume and Cover Letter workshops for:
  - Information on best practice resumes, cover letters, selection criteria responses or graduate applications
  - Guidance on tailoring your application to a specific job or opportunity
  - Assistance with identifying the best examples to use in your applications.

Top tips for job applications

To ensure that you make it through to the next stage, follow these top tips:

- Understand the role and organisation. What skills, qualities and experiences are required and why? Conduct some research, read their website, speak with others.

- Identify which of your skills, qualities 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 fit their needs and show your motivation for the role.

- Use professional and action oriented language.

- Avoid grammatical and spelling errors and proof read thoroughly.

- Follow instructions about length of documents and responses and attachments.

“When applying for the graduate program I found it really useful to draw on a number of work, study and extra-curricular activities to demonstrate how my interests aligned with the department.”

Anna Whitton
B. Laws/B. Arts (Hons) 2015
Federal government graduate program 2016
How can you make it as easy as possible for the employer to see that you are suitable for the job? By modifying your resume for each job you are applying for.

Your resume is your self-marketing tool that aims to convince an employer that you:

> can do the job
> want to do the job
> fit into the culture of the organisation.

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, 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.
PROFESSIONAL EXPERIENCE

March 2015 – present
Paralegal, Smith & Partners, commercial law firm, ACT
• Drafting legal documents
• Trial preparation, including interviewing clients
• Providing briefs to counsel on current cases
• Legal administration for commercial litigation matters

Dec 2014 – Feb 2015
Intern, WeInvest, ACT
• Contributed to a project aimed at increasing participation of 'young' investors (under 30s)
• Researched and analysed the characteristics of 'young' investors client base utilising various sources
• Reported on relevant financial market data for project's target group

ADDITIONAL EXPERIENCE

Mar 2017 – present
Committee member, Finance & Banking Society (FINSOC) – ANU Branch
• Contribute to regular committee meetings and decision-making on terms of reference

Feb 2012 – Mar 2015
Retail Assistant, David Jones, ACT
• Provided high quality customer service, including responding professionally to customer inquiries and requests
• Maintained and restocked inventory requiring strong attention to detail
• Handling cash and EFTPOS transactions

Jan 2011 – Feb 2012
Sales Assistant, WeFreeze ice-cream parlour

VOLUNTEER EXPERIENCE

2017 – present
Learning Community Ambassador, Global Challenges Learning Community

2016 (Mar – Oct)
Oxfam Australia community volunteer

2015 – 2017
Rugby League coach for under 14s, Weston Creek Rugby Club

OTHER ACHIEVEMENTS

2016
ANU College of Business & Economics Undergraduate Merit Award

PROFESSIONAL MEMBERSHIPS

2016 – present
Student member, Financial Services Institute of Australasia (FINSA)

REFEREES

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

Sam Smith, Partner
Supervisor
Smith & Partners, Commercial law firm, ACT
02 6123 4567
sam.smith@smithandpartners.com.au

Tracey Johnson, Finance Analyst
Supervisor
WeInvest Pty. Ltd.
02 6123 7890
tracey.johnson@weinvest.com.au
Resumes for casual positions

Considerations when developing a resume for casual positions:

- you don’t necessarily need to include an objective statement, they are only useful when they are targeted
- 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

Sample resume (part-time or casual job)

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

OBJECTIVE
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
- 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 showed flexibility in taking up others’ suggestions

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 principal; negotiated alternative options to overcome identified problems.

QUALIFICATIONS

2016 Cunnamulla State School OP8 (out of 25)

REFEREE

Ms Ann Rutherford
Manager, Blue Care Cunnamulla Respite Care
Supervisor
ann.rutherford@bccrc.com.au
0402 688 976

Mrs Davina Atkinson
Head Librarian, Cunnamulla Library
0485 000 484
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.

**Sample cover letter**

A cover letter 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.

**Introduction:** The reason why you are writing this letter.

Mr James Smith  
Graduate Recruitment Manager  
ABC Bank  
210 Bourke St  
Sydney NSW 2001  
16 April 2017  

Dear Mr Smith

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 Welhavest last year.

I am currently in my final year of a B. Commerce/B. Laws degree at The Australian National University (ANU) and I held 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.

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 in running local competitions.

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.

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.

Yours sincerely

Frank Ashbury  

guest@bccrc.com.au

**Conclusion:** End on a positive note

Although this paragraph demonstrates that the applicant is potentially a suitable fit, you will have an opportunity to further elaborate on this in interview.

Electronic Signature

Name of the publication 29
SELECTION CRITERIA

Selection criteria are the qualifications, skills, personal attributes and the standards needed to perform the duties listed on 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 or statements which need to be addressed.

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:

> you have submitted your responses to the selection criteria
> 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 or behaviour of 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

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

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.

> Do not ‘cut-and-paste’ between applications. The criteria may be worded slightly differently for each application.

> 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 have 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 clients.

However, interviews are a two-way discussion, and your opportunity to also ask questions of the organisation and to ensure it’s the right fit for you.

Types

Interviews can be conducted using a variety of formats. Find out as much information about the format of the interview as you can 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
> 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. Along with the details the employer publishes on their websites and annual reports, it is a good idea to check recent media information and market reports.

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 enquired 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 aspects of communicating 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 blocking communication as this may come across as being defensive.

Types of questions

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

> Can you do the job?
> Motivation for the role and organisation
> Do you fit into the culture of the organisation?

They will ask questions to help them determine answers. When responding, draw on examples from your university experience, previous employment, volunteer work 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 you to anticipate what skills or experience you may be asked about. You can always come to an appointment for advice on the type of questions you may encounter.
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.

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.
OTHER ASSESSMENT TOOLS

Psychometric and online 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 on 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 how you come across. 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 get 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 both fellow candidates 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 fellow applicants, reception staff and other representatives from the organisation.

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

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 careers 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?

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.
> Speak to your recruiter and listen to their advice – we are experts in recruiting and can advise you on current market trends.
> 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
> The Fair Work Ombudsman provides advice on pay, leave, employee entitlements, awards and agreements and ending employment, www.fairwork.gov.au
> ANUSA/PARSA Legal Officer, anusa.com.au
Five steps to deal with multiple offers

1. Ask for time to consider your offers. Most employers will allow you time to decide whether the offer is right or not for you.

2. Look at your long-term objectives – is this a company you want to be working for in five years’ time? Does it provide you with opportunities to advance your career, mobility or benefits compared to those another company can offer you? Draw up a list of pros and cons for each organisation.

3. Communicate your intentions – advise the company that you have chosen that you will be accepting its job offer. Let the others know, in a professional manner, that you have chosen to go with another offer but that you were grateful for the opportunity.

4. Process of elimination. Is there a job you can easily eliminate that doesn’t meet your career objectives?

5. Who pays more? A higher paying salary is always an attractive incentive but it should not be your main motive for choosing one job over the other. The lower paying role could offer greater challenges or career advancement potential.

Source: Hays 2017
Graduation and beyond
YOUR FIRST JOB

Starting your first job is an exciting time. 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 people's names. 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
In 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 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 and 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
Talk to everyone and never eat lunch alone. Your connections both inside and outside the organisation are vital to your success in your current role and in securing your next role. The saying “it's not what you know, but who you know” can be relevant.

Be an 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. It makes sense to stay connected and 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 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 that 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

Career options for postgraduate research students

Academic and non-academic pathways
While much has been made of the changing labour market and of the decline in job opportunities in the academic sector both here and overseas, the key issue here is diversification. Although the certainty of academic tenure post-graduation may have gone, there is an increasing awareness of the value of the generic 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 is wise to look beyond this and identify and market the broader skills that a higher degree inevitably gives. Articulating and marketing your skills in a proactive way is vital. Like all good marketing, getting a job requires that you tailor your skills to suit 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, so as to increase your competitiveness within the academic labour market.
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 to learn about the latest news, opportunities and resources.
Increasingly, the modern university is a diverse community 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 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 remain significant employers in their local areas and are statistically significant employers of their own graduates – many of the senior administrators in the sector now holding postgraduate qualifications.

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.

Consultancy

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 this diverse sector, which includes international organisations, such as the United Nations and Red Cross, along with many smaller 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 professionally and 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, managing risk. Entrepreneurial mindsets are also valuable in the workforce. Employers are increasingly seeking graduates with entrepreneurial 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 and they need to learn to innovate more effectively than ever before.

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.
ANU Careers
Student Experience and Career Development
E careers@anu.edu.au
T +61 2 6125 3593
W careers.anu.edu.au
W careerhub.anu.edu.au
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