

Steps to Employment Success

For more ideas visit jcu.edu.au/careers

Explore career options
 Research future career opportunities and graduate job vacancies to broaden your horizons and develop your career goals. Review and refine your goals as you progress through your studies.

Get involved
 Get to know your lecturers, tutors and fellow students as they are valuable contacts for the future. Participate in extra-curricular activities and events as employers look for well-rounded applicants.

Attend industry events
 Learn about job opportunities, organisations of interest, and future career paths. Network to develop industry connections.

Volunteer in a career-relevant field
 Gain practical experience and develop skills relevant to your career path. Volunteering can also help you build a professional network and demonstrate your commitment to the industry.

Build your resume
 Create a professional resume that highlights your skills, experience, and achievements. Tailor your resume to the specific job you are applying for.

Access
 Utilize university resources such as career advisors, job portals, and industry connections to find and apply for jobs.

Connect with JCU Careers and Employability
 Discover how we can support you with your career path and job search. Contact us via email, phone, or through our website, Facebook, and Instagram.

Prepare for interviews
 Practice common interview questions and develop your own responses. Research the company and industry to show your interest and knowledge.

Research your industry
 Investigate different industries and professions to understand the job market and identify potential career paths.

Develop your skills
 Identify the skills required for your target career and seek opportunities to develop them through courses, workshops, and practical experience.

Network
 Build a professional network by connecting with industry professionals, alumni, and peers. Networking can provide valuable insights and job leads.

Apply for jobs
 Identify job openings and submit your resume and cover letter. Follow up on your applications and be prepared for the interview process.

Prepare your application materials
 Create a strong resume and cover letter that showcase your qualifications and interest in the role. Tailor your materials to each application.

Practice interview techniques
 Prepare for common interview questions and practice your responses. Consider conducting mock interviews to build confidence.

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First Year _____

Middle Years _____

Final Year _____