

## CAREERS SERVICE NEWSLETTER - NUMBER 1, 2008

Welcome to the first newsletter for 2008. The Careers Service hope that you have all settled into the new academic year and that you have a safe and happy break.

**The inaugural CSU Careers Fair was held at the end of February.** Students and employers who attended all had a very successful and informative day. Keep an eye out for details about the Careers Fair for 2009.

*"Great things are not done by impulse, but by a series of small things brought together."*

- Vincent Van Gogh

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### **THE CAREERS SERVICE HAS REVISED ITS WEBSITE**

Getting the Careers Service website to look and navigate like other CSU sites has meant two things:

1. We've got some new online resources for you to explore, and
2. We're in the process now of further updating and enhancing the content of the site

<http://www.csu.edu.au/division/studserv/careers/index.htm>

Please visit our new look/revised website and let us know what more we can do, or what is missing that you perhaps found useful before.

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### **AUSTRALIAN BICENTENNIAL SCHOLARSHIPS & FELLOWSHIPS SCHEME**

Applications are invited from Australian postgraduate students or academic staff members for Australian Bicentennial Scholarships and Fellowships tenable in 2008-9. Grants are available for research in the UK for 3 months. Closing date: **28 March 2008**.

Further information and application forms are available from the Menzies Centre for Australian Studies, King's College London, The Australia Centre, Strand, WC2B 4LG, UK.

tel 020-7240 0220  
email [menzies.centre@kcl.ac.uk](mailto:menzies.centre@kcl.ac.uk)  
website [www.kcl.ac.uk/menzies](http://www.kcl.ac.uk/menzies)

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### **FOUNDATION SCHOLARSHIP INTERVIEWS.**

The Careers service conducted information sessions to continuing and first year students who had successfully secured an interview for Foundation Scholarships.

These interviews cover information on the Foundation and its establishment, numbers of Scholarships, Donors, where, when and how the interviews are run.

The sessions also cover interview skills, how an interview works, the panel, interview presentation, questions and answers.

These sessions are a valuable tool for anyone that is preparing for a Scholarship interview or an interview in general.

**The Careers service run sessions of this nature at all campuses. For more information on Interview preparation sessions please email;**

Vicki Anderson  
[vanderson@cus.edu.au](mailto:vanderson@cus.edu.au)

or

Paul Worsfold  
[pworsfold@csu.edu.au](mailto:pworsfold@csu.edu.au)

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### **WHAT IS A GRADUATE PROGRAM?**

An initial period of employment (anywhere between 6 mths-3 yrs), which includes training, mentoring and/or job rotation. Graduate programs offer a platform from which promising recruits move into more senior positions and, consequently, these programs are quite competitive.

If you are a final year student and are interested in a graduate program commencing 2009, **now is the time to act**. Many application deadlines are later this month or early April.

Check out **CareerHub**  
<https://careerhub.csu.edu.au/CareerHub/Login.chpx?ReturnUrl=%2fCareerHub%2fDefault.chpx>

as well as  
[http://www.graduateopportunities.com/closing\\_dates/graduate\\_program\\_dates](http://www.graduateopportunities.com/closing_dates/graduate_program_dates)

and  
Job directories  
<http://www.csu.edu.au/division/studserv/careers/directories.htm> are also invaluable at this important time of year for final year students

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### **RÉSUMÉ TEMPLATE**

Did you know that CSU is piloting its very own online Résumé Builder? Something the Careers Service is contributing to the development of - a **résumé eportfolio** - which will be available to all students via "interact" later this year.

So, whilst there is a résumé builder already located within CareerHub <http://www.csu.edu.au/division/studserv/careers/hub-student.htm>, the following résumé template details are being used to help create CSU's very own online résumé builder.

Your Careers Service endorses and recommends the following résumé template/options. If you would like to receive the complete document please contact [pworsfold@csu.edu.au](mailto:pworsfold@csu.edu.au). Please also note, that whilst recommended, this is a generic résumé template - some students may be required to add or delete certain or further options

RÉSUMÉ TEMPLATE/OPTIONS

## Contact information

The first thing you'll need to provide are the various ways you can be contacted.

### OPTIONAL - Career objective

A career objective helps you focus on what you want to want to achieve; a career objective indicates what is important to you, and that you match the kind of person the employer is seeking.

### OPTIONAL - Skills, experience and personal attributes

This section allows you to sell yourself to an employer and make them choose you for an interview rather than someone else. Try to match your skills, experience and personal attributes to the particular position/job that is advertised.

## Education

### *Academic qualifications*

Document your academic qualifications, including degrees, diplomas and certificates.

### *OPTIONAL - Professional qualifications*

You may also have gained professional qualifications, such as music qualifications (AMusA). Only include those qualifications that relate to your career objective.

### Professional experience - practicum/clinical placements

Many students are involved in practicum/clinical placements or professional experiences as part of their course. It's important to record these experiences in your résumé portfolio as they demonstrate that you are able to apply theory to practice and that you are well prepared to enter the workplace.

### OPTIONAL - Extra-curricula activities

When you include extra-curricula activities in your résumé portfolio, it doesn't mean all activities outside of your study - it's not a synonym for hobbies or personal interests! Extra-curricula activities must enhance, supplement or extend the actual nature or content of subjects you've studied, such as through professional memberships, conference attendances, contributions to professional associations/writing, and so on. Include all extra-curricula activities which relate to your career objective.

### *Professional membership*

Include any memberships you may hold in professional organisations.

### Employment history

Your employment history refers to all previous paid employment.

### OPTIONAL - Work experience and/or voluntary work

In this section you should document all other previous work experience and/or voluntary work which relates to your career objective.

### OPTIONAL - Additional training or professional development

If you have completed additional courses outside of your university degree, this is the place to add them. Only include those courses that are relevant to your career objective.

### OPTIONAL - Interests

The opportunity to provide the reader of your résumé with some additional insight as to "who you are" and "how you would fit an organisation"; wherever possible, try to relate your personal interests to your career objectives, and/or any skills, experience and personal attributes which have been cited in this resume.

#### Referees

Referees are people who can be contacted to give testimonials regarding your work and experience. These people will need to evidence the skills, experience and personal attributes which have been cited in your résumé.

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#### **EXPERTS: WHAT DO THEY KNOW?**

This is something we talk to students about in our résumé writing workshops. It's an illustration really, to drive home the point that once we have mastered certain workplace skills and attributes, once we have achieved a certain "expertise" at work, somehow, each day, we then do everything on automatic pilot.

Let me explain further.

You are an effective communicator at work: you actively listen to colleagues; you summarise key points; you clarify information by asking questions - open ended questions; and, you merge each person's views in to a workable solution for the team.

Yes, you do all that, but like most experts, you probably do it unconsciously - on automatic pilot - it's become so much a part of you that don't have to think about it to do it.

What am I getting at?

Well, when you are writing a job application, or a résumé, and you are trying to convince another party of your "skills in communication" (for example), do you recall, and are you reflective enough about, the skills that you are likely to be using everyday:

- actively listening to colleagues;
- summarising key points;
- clarifying information by asking questions
- asking open ended questions; and,
- merging each person's views in to a workable solution for the team.

Many of the students I meet in our résumé writing workshops suddenly realise that they do have "S"ituations to talk about to describe their skills and attributes - we only have to be reminded!

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#### **PREPARING A JOB APPLICATION**

Yes, it's CSU specific, but check this booklet out for its generic application, especially the "S" information on page 8 (which relates to the comments above)

<http://www.csu.edu.au/division/humres/services/sd/career/PreparingaCSUJobApplication.pdf>

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**OKAY, SO YOU COULDN'T ATTEND THE CSU CAREERS FAIR, BUT HOW ABOUT ROCKING UP TO ONE CLOSER TO YOU?**

There are some still to take place:

<http://www.graduatecareers.com.au/content/view/full/2904>

Contact each university beforehand to ensure that you will be admitted. Entry is usually free.

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**CSU'S CAREERS FAIR**

Act soon if you want information about who attended the CSU Careers Fair, eg., who they were recruiting, if they have vacation employment opportunities, and when their applications dates are? Contact [pworsfold@csu.edu.au](mailto:pworsfold@csu.edu.au)

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**APPLICATIONS FOR THE 2008 STEPPING INTO... PROGRAMS ARE NOW OPEN**

<http://www.aend.org.au/>

The Stepping into... series of programs provide final year university students with disability the opportunity to gain practical, paid work experience in their field of study.

For Application Forms and Eligibility Criteria please follow these links:

Stepping into Law

[http://www.aend.org.au/index.php?option=com\\_content&task=view&id=180&Itemid=23](http://www.aend.org.au/index.php?option=com_content&task=view&id=180&Itemid=23)

Stepping into Banking

[http://www.aend.org.au/index.php?option=com\\_content&task=view&id=182&Itemid=23](http://www.aend.org.au/index.php?option=com_content&task=view&id=182&Itemid=23)

Stepping into Accounting

[http://www.aend.org.au/index.php?option=com\\_content&task=view&id=184&Itemid=23](http://www.aend.org.au/index.php?option=com_content&task=view&id=184&Itemid=23)

Stepping into Information Technology

[http://www.aend.org.au/index.php?option=com\\_content&task=view&id=183&Itemid=23](http://www.aend.org.au/index.php?option=com_content&task=view&id=183&Itemid=23)

All final year university students with disability studying a course relevant to any of the programs are eligible to apply.

Please contact [Mark.Lazaroo@aend.org.au](mailto:Mark.Lazaroo@aend.org.au) or call (02) 9261 3922 for more information.

Applications for all other positions close **23rd May 2008**.

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**STEPPING INTO... THE DEPARTMENT OF DEFENCE**

[http://www.aend.org.au/index.php?option=com\\_content&task=view&id=181&Itemid=23](http://www.aend.org.au/index.php?option=com_content&task=view&id=181&Itemid=23)

The Australian Employers' Network on Disability is pleased to announce their partnership with the **Department of Defence** in relation to the "**Stepping into...**" work experience program for university students with disability. "**Stepping into...**" is a short-term (4, 8 or 12 weeks) paid internship program designed to assist final year university students to enter their chosen profession.

"**Stepping into... the Department of Defence**" has places available for final year university students with a disability from the following disciplines: Accounting, Finance, Law, Information Technology and Human Resources.

Positions are available in **Canberra** only.

The Department of Defence is committed to creating an inclusive work environment that accommodates the needs of all employees, including people with disability, and encourages them to work to their full potential.

For full eligibility criteria and application forms, please visit [www.aend.org.au](http://www.aend.org.au) and follow the links to "**Stepping into... the Department of Defence**". Please contact Mark Lazaroo for further information, by email [mark.lazaroo@aend.org.au](mailto:mark.lazaroo@aend.org.au) or by phone (02) 9261 3922.

**Applications close at 5pm on 31st March 2008**

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### **BRIAN GRAY SCHOLARSHIP PROGRAM**

The Brian Gray Scholarship program funds four scholarships annually, to the value of \$12,500 each. The scholarship purpose is to support students who intend to focus full time on their studies and research. As part of the scholarship, students will devote a substantial amount of time to an agreed research topic, benefiting from access to APRA expertise and data.

The scholarship is open to Australian and New Zealand citizens and permanent residents undertaking full time study at Australian universities. There is a preference to award these scholarships to honours students in their final undergraduate year however students undertaking an academic Masters degree with a research focus will also be considered. Applicants will need to be undertaking research in a field relevant to prudential supervision. This may include research on the economics of regulation as well as banking, insurance and superannuation, particularly the prudential supervision and financial soundness of these industries, or econometric and statistical studies using APRA's databases.

Further details and information on how to apply can be found via the 'Careers' page of the APRA website ([www.apra.gov.au](http://www.apra.gov.au)).

Previous scholarship research papers are also available on the APRA website: <http://www.apra.gov.au/Careers/Brian-Gray-Scholarship-winners.cfm>

If you have any questions, please do not hesitate to contact Sheree Brodie on 02 9210 3085 or email [sheree.brodie@apra.gov.au](mailto:sheree.brodie@apra.gov.au).

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### **CHARTERED ACCOUNTANTS EMPLOYMENT EVENING**

As one of the largest graduate recruitment events in Australia, it's a great opportunity for you as a final year student to meet face-to-face with, and impress, graduate employers before they start hiring.  
**Why should I attend?**

- Meet face-to-face with employers from public practice, government, commerce, and the Big 4
  
- Attend free information sessions to learn about the Chartered Accountants Program and the world of opportunity available to you

- Hear advice on how to be successful in the recruitment process
- Receive your FREE Chartered Accountants National Employment Guide, packed full of essential job-hunting information, including profiles of organisations offering graduate positions, application details and closing dates
- Go in the draw to win a STA travel voucher worth \$1500. \*

**Who should attend?**

Third and final year university students who are interested in a career in accounting, you must also be an Australian resident or citizen.

**Where and when?**

Thursday, 3 April 2008  
 5pm - 8pm  
 Sydney Convention & Exhibition Centre,  
 Darling Drive, Darling Harbour NSW

Go to the website for further information and to register.

[http://www.charteredaccountants.com.au/students/whats\\_on\\_for\\_students/employment\\_evening](http://www.charteredaccountants.com.au/students/whats_on_for_students/employment_evening)

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**WORK & TRAVEL USA - 12 MONTHS NEW PROGRAM**

Work & Travel USA allows eligible Uni or TAFE students to work in the USA for a maximum of 12 months and to travel at the end of their working period for up to a maximum of 30 days.

The good news is that you choose the departure time that suits you and you can secure your job once you have arrived in the US.

You can work in positions across a range of industries and earn a wage to help you offset the cost of your trip.

The type of job is up to you.

When your work commitments are over, you can use your earnings to travel around the stunning and varied landscape of the USA. Snowboarding in Colorado, celebrity-spotting in Los Angeles or taking the ultimate road trip across the US.the options are endless. Our US partner, CIEE, has been running the Work & Travel USA Program for many years. CIEE will be the official sponsor for your J-1 visa.

SPA & CIEE work together to help you to prepare for your experience, obtain all your necessary work documents, and provide supervision and emergency backup service throughout your program.

What better way to spend up to a year in the US? You'll come back with memories that will last a lifetime and work experience that will make your CV stand out from the pack.

From [www.studentplacement.com.au](http://www.studentplacement.com.au)

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