



Weekly Careers News for WA

What's On

Upcoming Events

myfuture | Best practice principles for career development learning for students with disability

March 5, 2024

Young people with disability are more likely to experience challenges in their careers and employability, including periods of disengagement and unemployment, when compared to other populations. They may also have poorer outcomes from university and VET courses. However, students with disability have the legal and moral right to be adequately supported toward meaningful, stable, and sustainable careers.

In this webinar, learn about the outcomes of a National Careers Institute funded project to develop a suite of evidence-based career development learning resources in support of young Australians with disability. The speakers will describe their project and demonstrate the features of an online 'CDL Hub' of resources for students living with disability.

[Find out more](#)

The College of Law | Ready. Set. Goal! 2024 Goal Setting & Career Planning

March 7, 2024

In a world buzzing with goal-setting hype, it's easy to wonder if it's just a trend or the real deal. Join us as we explore goals—why they matter and how to achieve them—guided by our fantastic speaker, Mel Storey. With 11 years in law spanning aviation to cloud computing, Mel is an award-winning In House Lawyer of the Year, podcaster, and TikTok star.

What we'll cover:

- Why start a career plan early
- The power of self-awareness
- Seizing opportunities like a pro
- Building your network
- Navigating life's surprises

[Find out more](#)

ADF | Navy Careers Virtual Information Session

March 7, 2024

Consider a career like no other and work alongside likeminded, expertly trained personnel as a member of the Navy.

Speak with serving members about career opportunities at our virtual info session.

[Find out more](#)

Unlocking the Impact of Data and Assessment

March 7, 2024

Join Education Perfect's Australian Curriculum Specialist, Kelly Hollis, and Solutions Consultant, Ryan Besgrove, as they explore the pivotal role of data and assessment in driving student outcomes.

In this exclusive webinar, Kelly and Ryan will dive into the past, present and future of data and assessment tools, drawing from expert research and exploring the significant impact these modern tools and strategies have on student outcomes.

Kelly and Ryan will discuss why data and assessment is crucial for student growth, before hosting a brief Q&A where they'll answer your burning questions.

Join the co-presenters for this webinar to empower your school with the knowledge and digital tools needed to unlock the potential of every student.

[Find out more](#)

myfuture | Supporting the career development needs of children from refugee and migrant backgrounds

March 7, 2024

Australia is a multicultural country, home to people from all around the world who have come to establish themselves in a new life. They often have high aspirations for their children's education and career development. However, there are many challenges that those children and their families might face.

In this panel discussion, you will hear from several experts in refugee and migrant settlement, employment, and career development. We will discuss the challenges and offer strategies for career educators to help confront them.

[Find out more](#)

UN Youth | Our Place in Space: WA Young Leader Summit 2024

March 10, 2024

Get ready to launch your curiosity! It's not just another space event; it's a universe of opportunities to explore the less-traveled orbits of space law, governance, and the future uses of space. Whether you're a starry-eyed student or a budding astronaut, this summit is your mission control for all things extraterrestrial. It's one small step for you, one giant leap for your understanding of our place in space!

[Find out more](#)

myfuture | Supporting First Nations kids toward career success: A yarn with educators

March 12, 2024

We all want a good job with a good wage, right? Sure, but our definitions of 'good' aren't always the same. And who is the 'we' referred to by each of us? It's important that we all understand each other's perspectives to support our whole community in achieving their employment goals.

Unfortunately, First Nations kids often struggle to express their cultural values in their schooling and employment, struggling to balance the values and motivations of themselves and their mob with those expected in their schools, the world of work, and Australian society at large. For educators, recognising key cultural differences, and how certain cultural values are privileged over others, is a key starting point to better supporting First Nations kids in their career journeys.

Tracy Ryan, Educational Designer (First Nations) at Charles Sturt University, invites you to join her in a yarn about how First Nations success is defined and shaped. Tracy will offer some ideas about First Nations cultural values around education and employment, to start a conversation about how educators can help First Nations kids envision, plan for, and achieve the kind of career that works for them and their community.

[Find out more](#)

ANU | RRR students: why choose ANU?

March 12, 2024

Hear from other regional students who will share their stories, talk about why they chose to come to ANU, and tell you about what to expect from life at ANU.

[Find out more](#)

UNSW | Year 12 Medicine Information Evening

March 12, 2024

Are you interested in a career in medicine?

Start your medical career at one of the top medical schools in the world. Studying the Bachelor of Medical Studies/Doctor of Medicine at UNSW will provide you with the theoretical understanding and practical experiences you need to launch your career as a medical professional.

UNSW's Medicine Information Evening, for current year 12 students, will provide insight into the dynamic blend of hands-on clinical experiences and research-focused learning that you will be immersed in as a UNSW Medicine student. You'll also find out detailed information on the application and admissions process for 2025 entry, including special entry schemes such as Rural, Gateway and Indigenous Entry Schemes.

Join us online where you will hear from our expert panel of academic staff, current students and advisors, and get all of your UNSW Medicine questions answered.

[Find out more](#)

ISCD | Interior Design Info Session

March 14, 2024

Our interior design info sessions are a great way to explore the foundations of design and discover if a career in interior design is for you.

Join from anywhere, ask questions in real-time.

[Find out more](#)

UWA | Open Day 2024

March 17, 2024

Join us on campus on Sunday 17 March 2024 from 10am to 3pm and discover how you can achieve your study and career goals with us. Explore our campus and talk to our students, academics and graduates to find out more about what your life could be like studying at UWA.

[Find out more](#)

Important Future Events

Murdoch | Open Day 2024

March 23, 2024

Get a taste of what university is actually like at Murdoch University Open Day, Saturday 23 March, 10am-3pm.

Open Day is the perfect opportunity to explore your future and find out more about all that we offer here at Murdoch University. You can explore our campus, chat with academics and graduates, meet our student ambassadors and find the course you're passionate about.

[Find out more](#)

Curtin | Open Day 2024

March 24, 2024

Discover where a Curtin Degree can take you.

- Get your questions answered
- Explore our courses, pathways and scholarships
- Learn why Curtin is WA's top public university for graduate employment
- Get to know the Perth campus, our world-class facilities and accommodation

[Find out more](#)

Murdoch | Year 11 & 12 Exploration Day

April 3, 2024

Not sure if University is for you? Join us to explore all Murdoch has to offer.

Immerse yourself on our campus and meet our friendly staff and current students, while taking part in interactive workshops specific to your area of interest and explore our unique facilities!

[Find out more](#)

ECU | Open Day 2024

April 14 to April 28, 2024

At our 2024 Open Days you'll get advice on courses and careers, can watch exhibitions and tour a campus, be fed by food trucks, enjoy entertainment and maybe win a great prize! It's a day you don't want to miss.

- Joondalup Campus: 14 April
- South West Campus: 21 April

- Mount Lawley Campus: 28 April

[Find out more](#)

UN Youth | WA State Conference 2024

April 19 to April 21, 2024

UN Youth WA State Conference is a three-day event for passionate young people to gather from all across Western Australia!

Engage with the most important issues facing our global community and develop a greater understanding of the role you can play in shaping our global future.

Join us for a weekend of leadership, diplomacy, and advocacy!

[Find out more](#)

Perth Careers Expo 2024

May 16 to May 19, 2024

The only careers event in WA that brings together over 120 organisations. It attracts local and national universities, various vocational and professional training providers, industry associations and employers.

This event is for students, graduates and job seekers. It's perfect for anyone pondering their future, seeking personal development and training opportunities.

[Find out more](#)

Free Money

Scholarships

Real Futures Grant

Opens: February 26, 2024

Closes: October 31, 2024

The Real Futures Grant is an annual one-off \$5,000 prize, awarded to a student studying for a certificate, diploma, degree or traineeship in one of the following fields: healthcare, medicine, business, or finance.

[Find out more](#)

Competitions

Anthology Art Competition 2024

Opens: November 1, 2023

Closes: October 31, 2024

The *Anthology* Art Competition is established to foster and support both established and emerging visual artists and provide a platform for publication. The competition is open to multiple genres including painting, printmaking, mixed media, photography and digital media.

[Find out more](#)

Anthology Poetry Competition 2024

Opens: December 1, 2023

Closes: October 31, 2024

Established to recognise and encourage excellence in the craft of poetry writing and to provide a platform for publication, the Poetry Award is open to original and previously unpublished poems in the English language.

[Find out more](#)

Study

University

Should you study a degree based on how much it costs?

There are lots of things to think about when choosing a degree to study at university, from whether or not you enjoy the subject to how much you want a career in the industry. But how much of a factor is money? Should you study (or forego) a degree based on how much it costs? Let's take a look at how degrees are priced and whether or not it should influence your choice.

Who decides how much a degree costs to study?

In Australia, this is mostly determined by the government, particularly for undergraduate degrees (i.e. courses you can study straight out of school). They provide money to public universities through [Commonwealth supported places](#) (or CSPs), which cover some course fees on your behalf. The bit left over you pay is called a [student contribution amount](#).

So how much will your student contribution amount be? Well, that depends on what you want to study. Course areas are divided up into student contribution bands, which change each year and are determined by a variety of factors, such as:

- How much it costs the university to provide the course
- How much money the government is willing to commit
- Current levels of inflation and other economic factors
- Whether the government wants to entice more students into certain study areas

This last factor is particularly important. In 2021, the government released the [Job-ready Graduates Package](#) – it's pretty meaty, but one of its main purposes was to identify jobs that had shortages, and then allocate more funding towards degrees to get more people qualified and fill job demand. Basically, they made certain degrees cheaper as a way of encouraging more people to study them.

Is cost a big factor?

Current student contribution amounts per year range from anywhere between \$4,445 to \$16,323. And if you're worried about having to pay this money upfront, don't be – you can access a [HECS-HELP loan](#) to cover what you owe. Yes, it is a *loan*, so you will need to pay it back eventually, but this is done bit by bit, and only once you start earning a certain amount.

Given all of this, it seems like cost should probably be the least of your worries, right? Well, there are some circumstances where cost can become an important factor. If any of these apply to you, you might need to do a bit more thinking before you enrol.

You're offered a full-fee paying place

While CSPs are great, they are limited, and it is up to the university how many places they want to offer in a degree. So if they have 200 places for a degree, but only enough funding to cover 120 CSPs, the last 80 students will be offered full-fee paying places instead. This means you need to pay the full fee amount yourself.

CSPs are sometimes offered on a first-come, first-serve basis, while in other cases you may need to meet certain academic thresholds to be offered a CSP.

Additionally, money for CSPs from the government only goes to public universities. So if you want to study at a private university or institution, you'll always be offered a full-fee paying place.

You can still get a [FEE-HELP](#) loan to cover the costs, but it does mean you'll have more to pay back down the track.

You need more than one degree for your dream job

For some careers you might need a postgraduate qualification before you can start applying for jobs. To apply for a postgraduate qualification, you need an undergraduate one first. And this means you need to study and pay for two degrees.

Many postgraduate courses don't require a specific degree area for entry, so you could reduce your costs by studying a cheaper undergraduate degree. But note that this isn't always the case; and if your undergrad degree is in a different area to your postgrad one, you might be missing some of the essential knowledge and skills compared to your classmates.

Another important thing to note is that CSPs are rare in postgraduate courses – most of the time you'll be in a full-fee paying place, which means your second degree will probably be more expensive.

You're an international student

CSPs are only available to domestic students, so if you're an international student, you'll always be offered a full-fee paying place. It's also important to note that loan options such as HECS-HELP and FEE-HELP are also only available to citizens and permanent residents, so you need to make sure you have a way to cover your course fees upfront before enrolling.

Will costs stop me from studying a particular degree?

Ultimately, this will depend on your personal circumstances and feelings on the matter. If the idea of saddling yourself with a loan straight out of school makes you uncomfortable, you might

look at cheaper options. If your mind is set on your dream course and nothing will get in your way, costs might not factor in to your choice.

If money is a concern for you, there is lots of support options out there. You can find a [scholarship](#) to help cover fees and other study costs, and there are [government payments](#) for students as well.

What should I consider when choosing a degree?

Aside from costs, there are lots of other factors that can influence your choice of degree. Here are some other things we think are just as important to think about before you make a decision:

- Is it something you enjoy?
- Can you see yourself in a career in this field?
- Are there future job prospects in this field?
- Have you chosen this for yourself, or have you been influenced by others?
- Are you excited about heading off to uni?
- Are you confident in your decision?

The choice is yours

Still not quite convinced? Arts degrees became more expensive after the government introduced their Jobs-ready Graduates Package, and yet...

“More people studied arts degrees after this change came into place than before it. I guess a classic example that people pick the subjects that they do at university based on what they love, what they want to do, the profession they want to go in rather than that deferred HECS payment.”

Federal Education Minister Jason Clare, [Insiders](#)

Yes, money is important – but so is doing what you love. Whether or not you should study a degree based on how much it costs comes down to you. Finding a balance between passion and practicality will ultimately set you on the best path to success.

We have lots of other resources on our website for you to check out, whether you’re considering your [study options](#) or looking for more [money tips](#).

Starting university – Advice for Indigenous students

If you’re an Indigenous student in Year 12 this year and planning to go to university, you could be feeling a little bit nervous about what’s in store for you. So we’ve put together some advice on starting university for Indigenous students to help you overcome your fears and embrace the excitement about starting a new chapter in life. There’s tips on utilising support services, finding financial support, and just being yourself – let’s take a look.

Get acquainted with O-Week

Orientation week, often shortened to “O-Week”, is your chance to get to know what university life is all about. You’ll find out about what to expect from your course, meet other new students, learn about support and wellbeing services, and so much more. The whole idea is to help ease

the transition from high school to university and help you to build connections with other students and staff.

O-Week is definitely useful, but if you're feeling the pressure already or just can't make it due to other commitments, that's totally OK. Universities offer support all year round, so don't be afraid to contact them at any time.

“Don't feel too pressured to participate. I missed my O-Week in my college and I'm fine. You'll have plenty of opportunities throughout your university life to meet new people.”

Ethan Taylor, [ABC Everyday](#)

Access support services

Universities have all kinds of support services for students, from those tailored to Indigenous students to resources accessible to everyone. Here are some you might like to take a look at.

Indigenous Higher Education Units

Every university in Australia has an [Indigenous Higher Education Unit](#) (IHEU), designed to provide culturally-appropriate support and networks for Indigenous students. They can help you with course enrolment, tutoring, balancing your study and social life, and so much more.

“Even though the cultural connections have always run deep in my family, I found that building a support network with other Indigenous students really helped to strengthen my own sense of identity.”

Jessica Singh, [Bond University](#)

Student unions

Student unions are run by students for students. They serve as a collective voice and work to represent student interests and advocate for student rights, particularly for marginalised or under-represented student groups, including Indigenous students. They provide a wide range of services to support student wellbeing and success, as well as organise social and cultural events, clubs, and activities that foster a sense of community.

“Indigenous students weren't as engaged as other students when it came to really getting our hands on our education. [UATSI](#) lets Indigenous students tell the university what we want from these courses and what we want from the administration, things that can make our life that much easier.”

Ethan Taylor, [ABC Everyday](#)

General support services

You can also take advantage of other general academic support services such as tutoring, study groups, and writing workshops – they exist for a reason, and you don't need to struggle alone. Whether you want to sharpen your language skills, learn how to reference, or just want some time to brainstorm and mingle with other students, there's something for everyone.

“Those are the kind of things that set me up in my first year. They kind of demystified university for me and now I’m comfortable and that has allowed me to be successful.”

Tetei Bakic, [Sydney Morning Herald](#)

Focus on you

Heading off to university is a big change. You’re not just studying; you’re also growing as a person, discovering things about yourself, and trying to figure out what your future might involve. And this isn’t all going to happen overnight! So be kind to yourself and remember that you’re only human – there’s nothing wrong with making mistakes.

Sometimes you might find that you’ve changed your mind about your course down the track, and that’s totally OK. Your university can help you figure out your options and guide you through the process of changing courses.

“If you don’t enjoy it after six months, change. I wish I did that. I wish I had changed in my first year instead of my second year. It’s OK to change. You will go throughout life changing jobs multiple times, you never have just one job.”

Bromley See Kee, [ABC Everyday](#)

Embrace and celebrate your cultural identity

Moving away from home, culture, and community can be hard. It’s not always easy to make a new life in a new place, especially for Indigenous students who might struggle leaving a close bond to country. But remember, you’re never alone.

IHEU’s aren’t just places to find study help – they’re also a great place to meet other Indigenous students on campus, connect with local culture, and even just relax in a welcoming and comfortable space.

“At first it was an achievement adjusting to things like managing finances and big city living – back home everyone knows everyone! So the support from [Moondani Balluk](#) staff has been amazing. They’re there for anything from academic support to just having a yarn.”

Jaydah Turner, [Koori Mail](#)

Close connection to community and country might even be what drives you to study in the first place. Many Indigenous students want to study so they can give back to their communities, or because they’ve been inspired by someone else close to them.

“You realise how important culture is because you realise all of your hopes and dreams go back to that idea of community. I saw what was happening to my family, with the health impacts and I realised I can either give up now and not make a difference or I can continue and hopefully make a difference when I am a doctor.”

Shailyn Isaac, [ABC Everyday](#)

You can participate in cultural events, ceremonies, and gatherings (both on and off campus) to stay connected to your heritage and community.

Find financial support

Aside from study and cultural support, universities also offer tons of financial support options for Indigenous students too. Whether you need some money for textbooks and equipment, want help covering accommodation costs, or are looking for a way to reduce your course fees, there are [scholarships](#) out there for any situation.

“I was determined to do whatever I could to get to Bond but, financially, I knew we couldn’t afford it. The scholarship was my passport and I think it’s fantastic that Bond has all these partners who are giving Indigenous kids like me the opportunity to study at a prestige university.”

Jordan Kilcoyne, [Bond University](#)

There are lots of other organisations that offer financial support as well, such as government payments, community groups, and even local businesses.

Advice from Indigenous alumni

If you’re still not feeling quite sure, here are some words of wisdom from Indigenous people who have been in your shoes and have come out the other side.

“If you’re not sure about what you want to study and where you want to go in life, that’s okay, that’s normal. One thing you realise when you get here is that everybody is finding their way, finding their feet. The best thing you can do is keep putting one foot in front of the other and keep moving forward.”

Cameron Callope, Bachelor of Health Sciences at UQ – [Koori News](#)

“I dropped out of high school in Year 10. In all honesty, as a high school dropout, I didn’t think I was eligible to go to university. While I was curious about pursuing my education, I was also very hesitant.

“The ever-patient Aunties at the Office of Indigenous Student Support listened to me say for years that I wanted to come to university, and I’d guess that no one was more shocked than them when I finally decided to enrol.

“Studying at Charles Darwin University has taught me many things as both a student and a person.”

Mark, Bachelor of Laws at CDU – [Charles Darwin University](#)

“There are so many students who have been motivated to achieve amazing things by being surrounded by deadly students who understand you. So, to that school leaver, that lost kid; seek out the community that understands you; trust them.

“That’s where the magic is; proud blackfellas inspiring and pushing one another to succeed, all with the goal of using their knowledge to help the community that we all owe so much.”

Otis Carmichael, Bachelor of Information Technology at UQ – [University of Queensland](#)

“I am so connected to my community, my mob, and I have an obligation to other First Nations mobs to do better. My family never had the opportunity to do what I have. I’m the first to go to university in my family and it is motivation – it has set me up to be the type of leader, the type of person I want to be. Never looking down on people because I come from this community and I come from social housing.”

Taylah Gray, Bachelor of Laws & PhD in Law at Newcastle – [University of Newcastle](#)

Find out more

We have lots of other resources and advice for Indigenous students on our website [here](#), as well as blogs about [university courses, life, and more](#).

Work

Job Spotlight

How to become a Curator

Curators are responsible for the collections in museums, galleries, and other cultural and research institutions. Their job involves researching and purchasing new items, keeping thorough records and catalogues, finding ways to preserve exhibits, as well as creating innovative, appealing, and educational displays for the public.

Are you passionate about art, culture, history, or education? Are you creative, organised, and want to share your passions with a wide range of people? Then working as a curator could be fantastic job for you.

What skills do I need as a curator?

- Creative & inventive
- Excellent communication skills
- Organised & methodical
- Great attention to detail
- Excellent research skills
- Good team worker
- Decisive leader
- Can manage resources effectively

What tasks can I expect to do?

- Find and purchase new collections
- Research and identify items
- Explore ways to exhibit or preserve items
- Prepare labels and catalogue items
- Keep detailed records
- Arrange restoration works
- Design exhibitions or installations
- Write grant applications and fundraise
- Manage staff and volunteers
- Create educational and promotional material
- Collaborate with other archival professionals

What industries do curators typically work in?

- Arts and Recreation Services
- Public Administration and Safety
- Health Care and Social Assistance

What kind of lifestyle can I expect as a curator?

There are lots of part-time opportunities available for curators, and you can expect to work during regular business hours. However, this is a fairly small profession, so job opportunities can be limited and competitive.

Curators are most commonly found in galleries and museums, but you could also be working with collections in a range of other locations, including zoos and aquariums, council buildings, hospitals, universities, parks, gardens, historical sites, retail areas, or hospitality venues. You could even be setting up exhibitions in disused shop fronts, abandoned storage areas, at the beach, or in a residential home.

You may also have the opportunity to travel, work on site, or go on research trips. Some of your work could also be done remotely and online, meaning that you could work from home.

Most curators earn an average wage.

How to become a curator

To become a curator, you typically need a bachelor or master's degree in library science, arts, history, or a related field. Additionally, specialised training in archives, records management, or museum studies is often required.

This training may include coursework in preservation techniques, collection management, and information technology. Internships and hands-on experience in the field can also be valuable for gaining practical skills and knowledge.

If you're in high school now and are thinking of becoming a curator, here are some steps you could take:

- Choose high school subjects that reflect your interests and will help you meet any university course prerequisites.

- Vocational qualifications could be a pathway into a degree if you'd like to test the waters first. Your studies could even count towards your university degree (though this will depend on the university and course).
- Volunteering or work experience are great ways to network and give your resume a boost. You could also look at internships as a way of getting your foot in the door.

Find out more:

- [Records and Information Management Practitioners Alliance](#)
- [Australian Society of Archivists](#)
- [ARMA International](#)
- [Institute of Certified Records Managers](#)
- [Association of Certified E-Discovery Specialists](#)

Similar careers to curator

- Producer
- Artist
- Archivist
- Collections Manager
- Librarian
- Interpreter
- Event Planner

Find out more about alternative [careers](#).

Skills for Work

Resume basics to get you started

When you're applying for any job, the first thing you need to do is write a resume. Studies show employers spend on average [just 7 seconds reading each resume](#) they receive – so how can you make sure yours is noticed above the others? Let's go through some resume basics so you can craft the perfect application and secure that all-important interview.

What is a resume?

Your resume is a document that details your work and study history, and highlights all of your achievements and skills so far.

Its purpose is to allow potential employers and recruiters to get a sense of who you are. It's your opportunity to show that you recognise the skills and attributes that they're looking for in order to do the job, and confirms that you have them.

A great resume could make sure your application ends up in the "interview" pile, bringing you one step closer to securing a job.

Things to include on your resume

You'll want to keep your resume brief – 1 page is ideal, 2 maximum. Of course, this will all depend on how long you've been working and what you have to include. As a general rule, here are some basic details your resume should always show:

- Your name and contact details
- Your education history, including any relevant subjects you've studied
- Any other jobs you've had (including volunteer work and work experience)
- A list of your skills – don't be shy, but don't exaggerate either
- Any awards or achievements
- A few hobbies and interests (if relevant to the job)

In addition to those key details, there are some other important things to keep in mind when putting your resume together:

- Make sure you provide all the essential details
- Keep it up to date
- Highlight your skills without waffling
- Stay honest
- Proof-read it or ask someone to help you out

Remember, you need it to impress the person reading it and make them see you're the best fit for the job they're advertising.

Give it some polish

Spending some time ensuring your resume is formatted right is important. Unless you're applying for a job in design or arts, you don't need to make your resume look super fancy. The most important things to consider are:

- It's neat, professional, and presentable
- It's easy to read
- Key information is identifiable at a glance

So don't go overboard with colours and fonts – in most cases, keeping it simple is best.

Applicant tracking systems

[Applicant tracking systems](#) (ATS) are automated software used by some employers to automatically filter and sort resumes. The ATS can scan each application much faster than a person, picking up key descriptors and skills, then forwarding the best resumes on to a real person to review.

They're often used by employers when they expect to receive a high volume of applications for a particular job. It saves them time by filtering out any unsuitable candidates and lets them focus on the most relevant applications.

Not all employers will use an ATS, but you probably won't be able to tell whether they do or not, so it's best to assume they will and prepare accordingly. Here are some things you can do to make sure your application isn't pushed to the bottom of the pile:

- Incorporate key words and skills from the job advertisement into your resume
- Include any "must haves" from the job ad in your resume
- Make sure your resume is in the correct file format
- Stay away from using images and complex formatting, as this can often confuse the filter

Don't forget a cover letter

Including a brief cover letter with your application is often a good idea. These are written in a formal letter style, as opposed to the short bullet points in your resume. It should include:

- Your name and contact details
- An introduction about you
- Why you're interested in this particular job
- How your skills and experience match what the employer's looking for
- A call to action (reading the attached resume or asking for an interview)
- A thank you to the employer for their time and consideration

Keep it brief and to the point. Don't forget to include any focus words you spotted in the job ad.

A little extra effort goes a long way

Customising your resume and cover letter for each job you apply for shows you've put in effort and could boost your chances of securing the job. Sure, it might take you a bit more time, but it's definitely worth it – just a few small tweaks could make all the difference.

Still want to learn more? We have heaps of other blogs on resume basics, preparing for work, and finding your dream career on our website [here](#).

Grow

Goal Setting

10 questions to ask your future self

We get it – thinking about your future self can be hard. But it's important. In fact, thinking about our future goals can help us decide the actions we should be taking right now. You don't need to work out every tiny detail of your future right now – even if you do, sometimes things happen that you don't expect, and that's OK. But having a plan can help you navigate any bumps along the way. So to help you start planning, here are 10 questions to ask your future self.

What should I ask?

Here are 10 questions to ask your future self to start thinking about the possibilities:

1. How would you describe your future self?
2. Where does your future self live?
3. What job is your future self doing?
4. How much does your future self earn?
5. What does a typical day for your future self look like?
6. What hobbies does your future self enjoy?
7. How does your future self handle conflict?
8. What do other people say about your future self?
9. How does your future self feel about themselves?
10. What has your future self achieved?

What do I do next?

Once you have the answers to these questions, you can start working backwards; think about what you can be doing now to make this future a reality.

So, for example, if your future self is a doctor, what can you do *right now* to achieve that goal? You could start looking at potential university degrees, and you'll need to make sure you're getting good enough grades to get in. So, here is what we can do right now: build good study habits.

Reverse-engineer each answer until you get to what you can do now for each. If your future self is kind and generous, maybe think about doing volunteer work. If your future self wants to run a marathon, start exercising and getting fitter.

Every now and then our goals might change – this is fine! Just revisit these questions again and see what you can do differently to work towards these new goals.

Want more?

If you need some help setting goals, we have heaps of other blogs you can check out on our website [here](#).

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